

Internship Acceptance Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the [Position Title] internship at [Company/Organization Name] as offered to me. I am grateful for this opportunity and excited to join your team and contribute to [specific department or project, if applicable].

As discussed, I confirm my starting date will be [Start Date]. Please let me know if there are any forms I should complete or documents I should bring on my first day.

Thank you once again for this valuable opportunity. I look forward to working and learning alongside the team at [Company/Organization Name].

Sincerely,
[Your Full Name]