

Thankful Acceptance of Internship Offer Sample Letter

Dear [Internship Coordinator's Name],

I am writing to sincerely thank you for offering me the [Title of Internship Position] position at [Company/Organization Name]. I am honored to have been selected and am excited to accept the offer to join your team as an intern.

I greatly appreciate the opportunity to learn from such a reputable organization, and I am enthusiastic about contributing my skills and dedication to your ongoing projects. I am confident that this internship will be an invaluable experience for my professional development.

Please let me know if there are any forms, documents, or further information you require from me before my start date on [Start Date]. I look forward to working closely with the team and making a positive contribution during my time at [Company/Organization Name].

Thank you again for this amazing opportunity. If you have any additional instructions for my onboarding, please feel free to let me know.

Sincerely,

[Your Full Name]

[Your Contact Information]