

Internship Offer Acceptance Letter

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept your offer for the [Internship Position Title] position at [Company Name]. I would like to express my sincere gratitude for this opportunity and am very excited to contribute to your team and learn from this valuable experience.

As discussed, I confirm my start date as **[Start Date]**. Please let me know if there are any documents or further information you require from me before my start date.

Thank you again for this opportunity. I look forward to joining [Company Name] and contributing to your team's success.

Sincerely,
[Your Name]