

Formal Internship Acceptance Letter

Subject: Acceptance of Internship Offer

Dear [Hiring Manager's Name],

I am writing to formally accept the internship offer for the position of [Internship Title] at [Company Name], starting on [Start Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [field/industry].

Thank you for this opportunity. I am committed to performing my best and look forward to learning from the esteemed professionals at [Company Name]. Please let me know if there are any forms, documents, or further steps required before my start date.

Sincerely,

[Your Name]

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