

Professional Internship Offer Acceptance Email

Subject: Acceptance of Internship Offer

Dear [Supervisor's Name],

I am writing to formally accept the internship offer at [Company Name] for the [Department/Role]. I

am excited to contribute to your team and gain valuable experience during the internship period.

I understand my start date will be [Start Date], and I am ready to comply with all onboarding procedures. Please let me know if there are any forms or steps I should complete before joining.

Thank you once again for this opportunity.

Best regards,

[Your Full Name]

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