

Detailed Acceptance Letter

Dear [Intern Name],

We are pleased to offer you the internship position at [Company Name]. Your internship will start on [Start Date] and end on [End Date]. Please note the following instructions:

- Report to [Department/Location] at [Time] on your first day.
- Complete all pre-joining formalities with HR.
- Bring the required documents for verification.
- Contact [Mentor Name] for onboarding and guidance.

We look forward to your contributions and learning experience.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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