

Formal Internship Acceptance Letter

Subject: Acceptance of Internship Offer

Dear [Recipient Name],

I am writing to formally accept the internship position offered to me at [Company/Organization Name] for the [Department/Program] beginning on [Start Date]. I am grateful for this opportunity and look forward to contributing to your team while gaining valuable experience.

Please let me know if there are any forms, documents, or onboarding procedures I should complete prior to my start date.

Thank you again for this opportunity. I am excited to join [Company/Organization Name] and contribute to its goals.

Sincerely,

[Your Name]

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