Heartfelt Acceptance Letter

Subject: Thank You and Acceptance of Internship

Dear [Recipient Name],

I am deeply grateful for the opportunity to join [Company/Organization Name] as an intern in [Department/Program]. I wholeheartedly accept the position and am eager to gain hands-on experience while contributing meaningfully to your team.

I am excited to begin this journey on [Start Date] and will ensure that all required documents and preparations are completed beforehand.

Thank you once again for this incredible opportunity.

Warm regards,

[Your Name]

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