

Official Acceptance Letter

Subject: Official Acceptance of Internship

To Whom It May Concern,

I am writing to formally accept the internship offer extended by [Company/Organization Name] for the [Department/Program] commencing on [Start Date]. I am committed to fulfilling the responsibilities of this internship with diligence and enthusiasm.

Please inform me of any orientation sessions, documents, or compliance requirements necessary prior to joining.

Yours faithfully,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/internship-application-acceptance-letter>