

Internship confirmation message

Subject: Excited to Confirm My Internship

Hi [Coordinator's Name],

Thank you so much for offering me the internship position at [Company Name]. I'm happy to confirm my acceptance and I'm really looking forward to learning and gaining hands-on experience with your team.

I'll be ready to start on [Start Date] as agreed. Please let me know if you need me to send over any documents or complete any forms before then.

Thanks again for this opportunity!

Best,

[Your Name]

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