Professional Internship Acceptance Email Template

Subject: Acceptance of Internship Position - [Position Title]

Dear [Hiring Manager/Program Coordinator],

I am writing to formally accept the internship position of [position title] with [Company/Organization Name] for [time period]. I am excited about this opportunity to gain practical experience in [field/industry] while contributing to your team's objectives.

Based on our discussions, I understand that my responsibilities will include [mention key duties] and I am eager to apply my academic knowledge in a professional setting. The opportunity to work on [specific projects or areas] particularly interests me and aligns well with my career goals.

I confirm my availability to begin the internship on [start date] and commit to the [duration] program. I will arrange my academic schedule to accommodate the internship requirements and maintain the performance standards expected.

I appreciate the time invested in the interview process and the confidence you have shown in selecting me for this position. I am committed to making meaningful contributions to [Company/Organization Name] while learning as much as possible.

I look forward to joining your team and beginning this valuable professional experience.

Sincerely,

[Your Full Name]

[University Name and Year]

[Major/Field of Study]

[Contact Information]

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