

# Summer Internship Offer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Summer Internship position at [Company Name], as outlined in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and learn from the professionals at [Company Name]. Please consider this letter as my acceptance of the internship offer.

I would like to confirm the terms and details of the internship, as follows:

Position: Summer Intern

Start Date: [Start Date of Internship]

End Date: [End Date of Internship]

Duration: [Number of Weeks/Months]

Location: [Location of Internship]

Compensation: [Details of Compensation, if applicable]

Reporting Manager: [Name of Reporting Manager]

Working Hours: [Number of Hours] per week, [Full-time/Part-time]

Dress Code: [Dress Code, if specified]

I understand and agree to the terms and conditions of the internship as stated in the offer letter. I am committed to delivering my best performance and making a meaningful contribution to [Company Name] during my time as an intern.

I would like to take this opportunity to express my gratitude for considering me for this internship position. I am looking forward to the valuable experience and knowledge I will gain during my time at [Company Name]. Please let me know if there are any additional documents or forms I need to complete before my start date.

Thank you once again for this opportunity. I am excited to become a part of [Company Name]'s team and contribute to its success. Please feel free to reach out to me via email or phone if you require any further information or clarification.

Sincerely,

[Your Full Name]

[Your Signature (if submitting a physical copy)]

[Your Typed Name]

Enclosure: Copy of Offer Letter (if applicable)