

# Internship Confirmation Letter

Subject: Confirmation of Internship

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to confirm my acceptance of the internship opportunity at [Company Name], which was extended to me on [Date of Offer].

I would like to express my sincere gratitude to [Recipient's Name] and the entire team at [Company Name] for giving me this invaluable opportunity to learn and contribute to the organization. It is with great enthusiasm that I accept the offer to intern as a [Internship Position] at [Company Name] for the duration of [Start Date] to [End Date].

I am extremely excited to join [Company Name] and contribute my skills, passion, and dedication to the team. During my internship, I am eager to gain practical experience and develop my knowledge in the field of [Field/Area of Internship]. I am confident that my academic background in [relevant field of study] and my strong work ethic will enable me to make a positive impact during my time at [Company Name].

I would like to confirm the terms and conditions of the internship, as discussed during the interview process:

1. Start Date: [Start Date]
2. End Date: [End Date]
3. Weekly working hours: [Number of Hours]
4. Compensation/Benefits: [If applicable, specify any stipend or benefits]
5. Reporting and Supervision: I understand that I will report to [Supervisor's Name] and work closely with [Department/Team].

Furthermore, I assure you that I will adhere to all company policies, maintain the highest level of professionalism, and treat all confidential information with utmost care and integrity.

I am eager to contribute my skills and learn from the talented professionals at [Company Name]. I believe that this internship will be a transformative experience, and I am committed to making the

most of it. I am confident that this opportunity will help me grow both personally and professionally. Please let me know if there are any additional documents or formalities that I need to complete before my start date. I am available at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Once again, I would like to express my sincere appreciation to the entire team at [Company Name] for granting me this internship opportunity. I am excited to join the team and contribute to the success of the organization.

Thank you for your support and I look forward to beginning my internship at [Company Name].

Yours sincerely,

[Your Name]