

Internship Acceptance Email

Hi Mr./Ms.;

I am writing to confirm my acceptance of your internship offer of April 20 and to tell you how delighted I am to be joining your agency in Annapolis. The requirements are exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to your organization while at the same time learning from your veteran staff.

As we discussed, I will report at 8:00 a.m. on June 26 and will be ready to take on my first assignment as an intern for your company. Additionally, I shall complete all insurance forms for the new intern orientation. I look forward to working with you and your fine team. I appreciate your confidence in me and providing the chance to work with and observe your outstanding staff.

Sincerely,

John Doe