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*presents*

# EMAIL TEMPLATE FOR ACCEPTING AN INTERNSHIP

You did it - you landed the internship! *Congratulations*. You've signed the offer letter, and now you're ready to send it back via email. Use this opportunity to reiterate your excitement about the position and demonstrate your professionalism by using the email template below.

**COPY & PASTE THIS:**

Hello **(name of the person who sent the offer letter)**,

Thank you so much for extending this opportunity to me! **(Organization name)** seems like a wonderful organization and after our interview, I was excited about the possibility of working with the **(department name)** department.

I am pleased to accept the position of **(job title)** and look forward to starting on **(your official start date)**. I have attached the signed offer letter.

If there is any further information or paperwork you need me to complete, please let me know.

Again, thank you for the offer. I'm looking forward to joining the team and making a positive contribution to the company.

Sincerely,

**(Your name)**