

## **Draft/Model of Email Student Sends to Confirm Acceptance of Worksite Offer**

**IC students are required to accept their internship offers in writing. Following is an email format that students might consider using. PLEASE CC THE COMPLETED FORM TO JENNIFER.**

Dear \_\_\_\_\_,

Thank you very much for offering me (Semester'10) (Type of internship) internship at \_\_\_\_\_ (company name)

I am writing to accept your offer.

Thanks also for confirming that this internship will give me opportunity to strengthen the list life/workplace skills I from your Application Document #1 which as we discussed at the time of our interview.

My internship start date is \_\_\_\_\_. The Internship Center course I am taking requires me to spend \_\_\_\_\_ days of the week, and a minimum of 12 weeks and a minimum of \_\_\_\_\_ hours at my worksite in order to earn \_\_\_\_\_ college credits.

### **Students should then proceed in one of the following two ways—either:**

#### **A.**

Unfortunately, I do not yet know what my classroom schedule for this semester will be. However, I will contact you about my schedule as soon as I have worked it out. At that time we can mutually agree on which days and times of the week I will spend on your premises.

#### **OR**

#### **B.**

My \_(semester)\_ schedule allows me to spend the following days of the week and times of the day on your premises: .

\_\_\_\_\_, from \_\_\_\_\_ until \_\_\_\_\_  
day of the week  
starting time ending time  
\_\_\_\_\_, from \_\_\_\_\_ until \_\_\_\_\_

Please let me know if this is convenient for you, and thank you again for your confidence in me. I am committed to making this internship a success.

Sincerely,

Student's Name