

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