**WGI Offer Acceptance Template**

*Please remove above title and revise the below template as appropriate, ensuring that the information in blue is completed.*

Dear **[name of employer e.g. John O’Leary]**

Thank you for offering me the **[internship title e.g. Graduate Researcher]** at **[name of employer e.g. Grosvenor Institute]** as part of the Warwick Graduate Internships (WGI) programme.

I would like to confirm that I am formally accepting this role.

I look forward to starting my role with you on **[start date between 3 and 9 January 2018 e.g. 4th January 2018]**.

Please let me know if there is anything that I can do to prepare for my first day.

Yours sincerely

**[Your full name]**

**[Telephone number]**

**[Email address]**