

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the work immersion opportunity at [Company Name], scheduled to begin on [start date] and conclude on [end date].

I am excited about the chance to gain practical experience and contribute to your team while learning about [specific field/industry]. I appreciate the opportunity and look forward to the upcoming immersion.

Please let me know if there are any additional requirements or documents needed before the start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]  
[Your School/Institution Name]  
[Your Grade/Year]