[Date]

[Intern Name]
[Address]
[City, State, Zip Code]

Dear [Intern Name],

On behalf of [Company Name], I am pleased to officially welcome you to our [Year] Summer Internship Program. We are excited to have you join the [Department Name] team.

Your internship is scheduled to begin on [Start Date] and will conclude on [End Date]. Your primary supervisor will be [Supervisor Name], who will guide you through your projects and professional development during your time with us.

Please report to [Location/Reception Desk] at [Time] on your first day. Remember to bring valid identification to complete your employment eligibility verification. Our team has prepared an orientation session to introduce you to our culture, tools, and expectations.

We look forward to the fresh perspectives and energy you will bring to our organization. If you have any questions prior to your start date, please contact the HR department at [Phone Number] or [Email Address].

Welcome to the team!

Sincerely,

[Your Name]
[Your Title]
[Company Name]