[Date]

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join us as a [Job Title] for the [Year] Summer Internship Program.

Your first day will be [Start Date]. Please arrive at [Time] at [Location/Office Address]. Upon arrival, please ask for [Manager/Contact Name].

Reporting Structure:
You will be reporting to [Manager Name], [Manager Title].

Onboarding Schedule:
During your first week, you will participate in an orientation session covering:

- Company culture and values
- Safety and security protocols
- IT setup and software access
- Departmental introductions

What to Bring:
On your first day, please ensure you have the following:

- Valid government-issued identification
- Signed copies of any outstanding HR documents
- [List any other required items, e.g., laptop, notepad]

Work Schedule:
Your standard working hours will be [Start Time] to [End Time], [Days of the Week].

We are excited to see the contributions you will make and hope this internship provides you with valuable professional growth. If you have any questions before your start date, please contact [HR/Manager Name] at [Email Address].

Welcome to the team!

Best regards,

[Name]
[Title]
[Company Name]