[Date]

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

Dear [Intern Name],

Welcome to [Company Name]! We are pleased to officially welcome you to the Human Resources team as our Summer Intern. We are excited to have you join us and look forward to the contributions you will make to our department over the coming months.

Your internship is scheduled to begin on [Start Date] and conclude on [End Date]. Your primary supervisor will be [Supervisor Name], [Supervisor Title].

On your first day, please arrive at [Time] and report to [Location/Reception Desk]. Please remember to bring valid identification for your employment eligibility verification.

During your time here, you will gain hands-on experience in various HR functions, including [List 2-3 areas, e.g., recruitment, employee relations, and benefits administration]. Our goal is to provide you with a comprehensive understanding of how a corporate HR department operates while helping you develop your professional skills.

If you have any questions before your start date, please feel free to contact [Contact Name] at [Phone Number] or [Email Address].

We are thrilled to have you on board for a productive and rewarding summer!

Best regards,

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