[Date]

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

Dear [Intern First 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 and look forward to the contributions you will make 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], who will guide you through your projects and professional development during your time with us.

On your first day, please arrive at [Time] and report to [Location/Reception Desk]. Please remember to bring the following documents for your onboarding process:

- [Document 1, e.g., Identification for I-9]
- [Document 2, e.g., Signed Internship Agreement]
- [Document 3]

Our goal is to provide you with a comprehensive learning experience that offers insight into the [Industry Name] industry. We encourage you to be curious, ask questions, and take full advantage of the networking opportunities available to you.

If you have any questions before your start date, please contact the HR department at [Phone Number] or [Email Address].

Welcome to the team!

Best regards,

[Director Signature]

[HR Director Name]
Human Resources Director
[Company Name]