Subject: Welcome to [Company Name] - Essential Information for Your First Day

Dear [Intern Name],

We are thrilled to welcome you to the [Department Name] team as a Summer Intern! We are looking forward to having you join us on [Start Date].

To help you prepare for your first day, please find the arrival details below:

First Day Details:

- **Arrival Time:** [Time]
- **Location:** [Office Address/Suite Number]
- **Point of Contact:** [Manager/Mentor Name]
- **Dress Code:** [e.g., Business Casual]

What to Bring:

- Valid photo identification (for security and HR onboarding).
- [Item 1, e.g., Signed offer letter]
- [Item 2, e.g., Personal laptop if applicable]

What to Expect:

On your first day, you will participate in an orientation session where you will meet the team, receive your equipment, and learn more about our summer projects. We have planned a [Lunch/Meeting] at [Time] to help you get settled.

If you have any questions before you arrive, please feel free to reach out to [Contact Name] at [Email Address].

Welcome aboard!

Best regards,

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