[Date]

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

Dear [Intern Name],

Welcome to [Company Name]! We are pleased to officially welcome you to our [Year] Summer Internship Program.

Your internship is scheduled to begin on [Start Date] and conclude on [End Date]. You will be joining the [Department Name] team, reporting directly to [Supervisor Name].

First Day Details:

- **Arrival Time:** [Time]
- **Location:** [Office Address/Remote Link]
- **Reporting To:** [Contact Person/Reception]

During this program, you will have the opportunity to work on meaningful projects, gain professional experience, and participate in [mention any specific events, like workshops or networking sessions]. Our goal is to provide you with a comprehensive understanding of our industry and help you develop your skills.

Please ensure that you have completed all necessary onboarding paperwork and bring a valid form of identification on your first day for HR verification.

We are excited to have you on board and look forward to a productive and rewarding summer together.

Sincerely,

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