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 will conclude on [End Date]. You will be joining the [Department Name] team, reporting directly to [Supervisor Name].

On your first day, please arrive at [Time] at [Location/Office Address]. Please remember to bring a valid form of identification for your employment paperwork.

Your orientation will include:

- An introduction to our company culture and values.
- A tour of the office facilities.
- Setup of your workstation and IT equipment.
- A meeting with your mentor to discuss your summer projects.

We are excited to have you with us and look forward to the contributions you will make this summer. If you have any questions before your start date, please contact the HR Department at [Phone Number] or [Email Address].

Best regards,

[Your Name]
[Your Title]
Human Resources Department
[Company Name]