Date: [Date]

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join us as a [Job Title] intern for the summer. Our team is excited to see the contributions you will make and the fresh perspectives you will bring to our projects.

Your first day will be [Start Date]. Please arrive at [Time] and ask for [Supervisor/Manager Name] at the front desk. Your primary workstation and equipment will be ready for you upon arrival.

Attached below is your itinerary for your first week. This schedule is designed to help you get acclimated to our culture, meet the team, and begin your training.

If you have any questions before your start date, please feel free to reach out to me via email at [Email Address].

Best regards,

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

First Week Itinerary

Monday: Orientation and Basics

- 09:00 AM - Arrival and Workspace Setup
- 10:00 AM - HR Onboarding and Paperwork
- 11:30 AM - Office Tour
- 12:30 PM - Team Welcome Lunch
- 02:00 PM - IT Setup and Software Access
- 04:00 PM - Initial 1-on-1 with Supervisor

Tuesday: Department Deep Dive

- 09:30 AM - Departmental Overview Meeting
- 11:00 AM - Introduction to Project Management Tools
- 01:00 PM - Review of Summer Project Goals
- 03:00 PM - Job Shadowing: [Team Member Name]

Wednesday: Training and Integration

- 10:00 AM - Internal Systems Training Session
- 01:30 PM - Assigning First Weekly Task
- 03:30 PM - Coffee Chat with Peer Mentor

Thursday: Hands-on Work

- 09:00 AM - Independent Project Research
- 01:00 PM - Attendance at Weekly Staff Meeting
- 03:00 PM - Technical Skills Workshop

Friday: Review and Feedback

- 10:00 AM - Task Review Session
- 01:00 PM - Q&A Session with Senior Leadership
- 04:00 PM - Week One Wrap-up and Feedback Meeting