[Date]

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

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join our Human Resources team as a Summer Intern.

At [Company Name], we believe that our people are our greatest asset. As an HR intern, you will play a vital role in supporting our workforce and learning the inner workings of talent management, employee relations, and organizational culture. We are committed to providing you with a hands-on experience that bridges the gap between your academic studies and professional practice.

Your first day will be [Start Date]. Please report to [Location/Department] at [Time], where you will meet your mentor, [Mentor Name]. They will guide you through your orientation and introduce you to the team.

We look forward to the fresh perspectives and energy you will bring to our office this summer. We hope this internship proves to be a rewarding and foundational step in your career.

Once again, welcome aboard!

Sincerely,

[Executive Signature]

[Executive Name]
[Executive Title]
[Company Name]