[Date]

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join us as a [Job Title] intern for the summer.

At [Company Name], our culture is built on [Core Value 1], [Core Value 2], and [Core Value 3]. We believe in fostering an environment where innovation, collaboration, and open communication are at the heart of everything we do. As part of our team, you are encouraged to ask questions, share your unique perspectives, and engage with colleagues across all departments.

Our goal this summer is to provide you with hands-on experience while immersing you in our community. You will find that we value continuous learning and support one another to achieve our collective goals. We want you to feel empowered to contribute and grow during your time here.

On your first day, [Date], please arrive at [Time]. Your mentor, [Mentor Name], will meet you to introduce you to the team and help you get settled.

We look forward to seeing the impact you will make and hope you find this experience both rewarding and inspiring.

Welcome aboard!

Best regards,

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