[Date]

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

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled that you have accepted our offer to join us as a [Department/Role] intern for the upcoming summer season.

Your first day will be [Start Date]. Please arrive at [Time] and report to [Location/Reception Desk]. On your first day, you will meet your mentor, [Mentor Name], and receive an orientation to help you get started with your projects.

Onboarding Details:

- **Work Schedule:** [Days of the week, e.g., Monday-Friday, 9:00 AM - 5:00 PM]
- **Dress Code:** [e.g., Business Casual]
- **What to Bring:** Please bring a valid form of ID for employment verification and any documents mentioned in your offer letter.

We are excited to see the contributions you will make and hope this internship provides you with valuable professional experience. If you have any questions before your start date, please contact [Contact Person Name] at [Email Address] or [Phone Number].

We look forward to seeing you soon!

Best regards,

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