

[Date]

[Intern Name]

[Address]

[City, State, Zip Code]

Dear [Intern Name],

Welcome to [Company Name]! We are pleased to officially welcome you to our [Year] Corporate Internship Program. We were impressed by your skills and enthusiasm, and we are excited to have you join our [Department Name] team.

Your internship is scheduled to begin on [Start Date] and conclude on [End Date]. Your primary supervisor will be [Supervisor Name], who will guide you throughout your time with us.

First Day Details:

- **Arrival Time:** [Time]
- **Location:** [Office Address/Virtual Meeting Link]
- **Reporting to:** [Name/Reception Desk]
- **What to bring:** [ID/Documents/Laptop]

During this program, you will have the opportunity to work on meaningful projects, participate in professional development workshops, and network with leaders across the organization. Our goal is to provide you with a comprehensive understanding of our industry and help you develop key professional skills.

Enclosed/Attached you will find your orientation schedule and a few introductory documents to review before your first day. If you have any questions, please contact the HR department at [Phone Number] or [Email Address].

We look forward to a productive and rewarding summer together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]