

Dear [Intern Name],

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

Your first day will be [Date] at [Time]. Please report to [Location/Reception Desk] and ask for [Supervisor Name].

First Day Schedule:

- Welcome and Office Tour
- IT Setup and System Access
- Introduction to the HR Team
- Initial Project Briefing
- Lunch with the Team

What to Bring:

- Identification for employment verification
- A notebook and pen
- Your enthusiasm and questions!

If you have any questions before Monday, please feel free to reach out to me via email at [Email Address] or by phone at [Phone Number].

We look forward to a productive and rewarding internship together.

Best regards,

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