

Subject: Welcome to [Company Name] - Internship Pre-Onboarding

Dear [Intern Name],

Congratulations again on joining [Company Name]! We are excited to have you join our [Department Name] team as a [Internship Role] on [Start Date].

To ensure you have a smooth start, please review the following pre-onboarding details:

1. Documentation

Please complete and return the attached forms by [Deadline Date]. These include:

- Signed Employment Agreement
- Emergency Contact Form
- [Additional Document Name]

2. Equipment and Access

[Option A: Your laptop and equipment will be shipped to your address by [Date].]

[Option B: You will receive your equipment on your first day at the office.]

3. First Day Details

- **Start Time:** [Time]

- **Location:** [Office Address or Remote Meeting Link]

- **Reporting To:** [Manager Name]

4. Dress Code

Our office dress code is [Business Casual/Casual/etc.].

If you have any questions before your start date, please reach out to [Contact Person Name] at [Email Address].

We look forward to a great internship experience together!

Best regards,

[Your Name]

[Your Title]

[Company Name]