

Professional Intern Welcome Letter

Subject: Welcome to [Company Name] Internship Program

Dear [Intern Name],

We are delighted to welcome you to [Company Name] as an intern in our [Department Name]. Your skills and enthusiasm have impressed us, and we are confident you will make valuable contributions during your time here.

Your internship will begin on [Start Date] and conclude on [End Date]. You will report to [Supervisor Name], who will guide you through projects and assist with your professional development. Please find attached the onboarding schedule and important company policies.

We look forward to your participation and encourage you to ask questions and take advantage of learning opportunities. Welcome aboard!

Sincerely,

[Your Name]

[Title]

[Company Name]

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