

Provisional Intern Welcome Letter

Dear [Intern Name],

We are pleased to provisionally welcome you to [Company Name] as an intern in [Department Name]. This letter confirms our intent to have you join, pending completion of all onboarding documentation and requirements.

Your start date is tentatively [Start Date], and you will be reporting to [Supervisor Name]. Please submit the necessary forms and background checks prior to joining.

We look forward to confirming your position and supporting your internship journey.

Sincerely,

[Your Name]

[Title]

[Company Name]

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