

Welcome Message for Summer/Student Intern

Subject: Welcome to Your [Season] Internship at [Company Name]!

Hi [Intern Name],

Congratulations and welcome to [Company Name]! We're thrilled you chose us for your [Season] internship. This is going to be an amazing learning experience for both you and our team.

Your internship begins on [Date] at [Time]. Please come to the main reception at [Address] and ask for [Supervisor Name]. We'll start with a brief orientation to get you familiar with our office, introduce you to the team, and explain your internship program.

As discussed during your interview, you'll be working in the [Department] department, focusing on [Project/Area]. Your supervisor will provide detailed information about your assignments and learning objectives during your first week.

Don't worry about business attire for the first day - business casual is perfectly fine. We'll explain our dress code and office culture during orientation. Also, bring a notebook and pen for taking notes during meetings and training sessions.

We've planned several exciting projects for your internship, including [Specific Project/Activity]. You'll also have opportunities to attend client meetings, participate in team projects, and network with professionals across different departments.

Remember, internships are about learning, so never hesitate to ask questions or request clarification. Everyone here is excited to mentor you and help you gain valuable professional experience.

If you have any questions before starting, feel free to call or email me. See you soon!

Best,

[HR Coordinator Name]

[Company Name]

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