



## Sample Welcome Letter

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**{date}**

Dear **{intern name}**,

It is with great pleasure that I welcome you to **{company}** internship program. We are very excited to have you on board with us!

We were thrilled to learn about your personal, academic and professional interests and endeavors, particularly in the areas of **{internship duties}**. We think you will enjoy the kind of work you will be doing with us.

Your internship start date will be on the day of your agreed upon orientation, and the end date will be further determined with your supervisor, with whom you will also discuss hours, scheduling, and projects.

Our Internship Agreement outlines further conditions, which was sent via email alongside supplemental documents and templates (i.e. timesheet, project list, scope of work, etc.). Please review and sign the Internship Agreement, submit it to and schedule an online orientation with your supervisor.

We very much look forward to working with you. Please let us know if you have any questions.

Warm Regards,

**{name}**

**{title}**

**{contact information}**

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