Dear [Intern’s name],

Welcome to [Company/organisation name]! We are thrilled to have you join our team and look forward to working with you.

Your start date is [Date], and your role will be [Internship Title]. In this position, you will be responsible for [Tasks, Responsibilities]. We believe that your skills and experience will make a valuable contribution to our team. We also hope that this internship will be an opportunity for you to learn and develop yourself professionally.

Your onboarding process will begin on your first day, and we will provide you with all the necessary information to get started. If you have any questions or concerns, please do not hesitate to reach out to me.

Once again, welcome to the team. We are excited to have you on board!

Best regards,

[Your Name]