[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Congratulations on being selected as an intern at [Company Name]! We are excited to have you join our team and gain valuable experience in your chosen field.

Your internship will commence on [Joining Date], and you should report to [Supervisor's Name] in [Department] by [Reporting Time]. Attached is your internship agreement, which outlines the details of your internship, including duration, responsibilities, and any stipend or benefits.

If you have any questions or require further information before your start date, please contact [HR Contact Name] at [HR Contact Email/Phone].

We look forward to your contributions and the opportunity to help you grow in your career.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]