Intern welcome email

Send the main welcome one to two weeks before the start date, once paperwork is under way. Follow with a short manager note two or three days before day one and a text the evening before.

FROM HR OR CAMPUS RECRUITING

Subject: Welcome to [Company], [First Name]: your first day

Hi [First Name],

We're excited to welcome you as our [Internship Title] intern this [Season]. Here's everything you need for day one.

When and where
[Start Date], [Start Time], at [Address]. Ask for [Contact Name] at reception. [Parking or Transit Note].

What to bring
- Original documents for Form I-9 (acceptable documents are listed in your onboarding portal)
- Your laptop charger if you're using your own device, or nothing if we're providing one
- [Other Item]

Your first week
Day one is orientation with the rest of the intern class: [Orientation Summary]. From day two you'll be with your team. Your manager is [Manager Name] and your buddy is [Buddy Name], who was an intern here [Year] and is now on [Buddy Team].

Before you start
Please finish your onboarding forms in [Portal Name] by [Deadline].

If you have questions before then, reply here or call me at [Phone].

See you soon,
[Your Name]
[Title], [Company]

FROM THE MANAGER

Subject: Looking forward to [Start Date]

Hi [First Name],

I'm [Manager Name], and I'll be your manager this [Season]. I wanted to say hello before you start.

Your main project will be [Project Summary, e.g. building a dashboard that shows weekly hiring by site, which our operations leads will actually use]. You'll present what you've built to the team in week [Number].

In your first week, the goal is just to get set up, meet people and understand how we work. You're not expected to know our tools yet.

We'll have a 1:1 on your first afternoon. If there's anything you'd like to learn this summer, bring it along.

See you on [Start Date],
[Manager Name]

WHOLE INTERN CLASS

Subject: Welcome to the [Year] intern class

Hi everyone,

Welcome to [Company]'s [Year] intern program. This summer you'll be one of [Number] interns across [Number of Teams] teams.

Key dates:

- [Date]: orientation day for the whole class, [Location]
- [Date]: intern lunch with [Leader Name, Title]
- [Date]: midpoint check-in with your manager
- [Date]: final project presentations

You'll get a separate email with your team, manager and buddy. Our intern chat channel is [Channel Name]; please introduce yourself there before day one.

We're glad you're here.

[Your Name]
[Title], [Company]

REMOTE INTERN

Subject: Getting ready for your remote internship

Hi [First Name],

Welcome aboard. Your internship starts on [Start Date], and your first session is at [Start Time] [Time Zone] on [Video Platform]: [Link].

Your laptop will arrive by [Delivery Date]. When it does, please log in using the setup guide in the box so IT can confirm access before your first day. If it hasn't arrived by [Fallback Date], let me know.

You'll meet your manager, [Manager Name], and your buddy, [Buddy Name], on the first morning. We'll also set you up with a daily 15-minute check-in for the first two weeks, because it's harder to ask quick questions when you can't lean over to a desk.

Talk soon,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Welcome to [Company], [First Name]: your first day
- Welcome to the [Year] intern class
- Looking forward to [Start Date]
- Your internship starts [Start Date]: what to know
- Getting ready for your remote internship
- See you Monday: first-day details

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. See you tomorrow at [Start Time], [Address]. Ask for [Contact Name] at reception and bring your I-9 documents. Text me if anything comes up.

Placeholders to replace: [First Name], [Internship Title], [Season], [Year], [Start Date], [Start Time], [Address], [Contact Name], [Manager Name], [Buddy Name], [Portal Name], [Deadline], [Project Summary], [Channel Name], [Video Platform], [Your Name], [Title], [Company]