A green circle with black text and black letters

Description automatically generated

Connecting with your intern in the lead-up to their first day helps both of you be more prepared. Feel free to use and modify the following templates.

**One week prior to internship start date**

Hello <intern name>,

I’ll be your supervisor for your upcoming internship and wanted to connect with you before you start.

Share a little about yourself - one option is below but feel free to write whatever you’d like

When I was in high school, I thought I would pursue a career in <add>. I majored in <put major here> at <add college name>and my first job was <put info>. I have been working at <put current company> for <put # of years> and my current role is <put title>. Outside of work, I enjoy <put some hobbies/interests>. I am looking forward to getting to know you!

On your first day, <add any details about an intern-wide Orientation> and then you and I will meet at <put time> in <add location or room number if internship is taking place in-person>. We will be using <tech platform> for our work together throughout your internship. You should receive additional information about technology from my colleague <name>.

If you have any questions, let me know.

I look forward to meeting you on <date/time>.

<add whatever salutation you prefer; Thanks, Best, etc.>,

<your name>

**One day prior to internship start date**

Hello <intern name>,

My colleagues and I are excited to welcome you to <company name> tomorrow!

Our one-on-one meeting will be at <time>. During that conversation, we’ll discuss logistics and expectations for your internship as well as the project(s) you’ll be working on.

If you have any questions about your first day or if you encounter any technology issues, feel free to contact me <put contact option>.

I look forward to meeting you.

<add whatever salutation you prefer; Thanks, Best, etc.>,

<your name>