

Dear _____,

We are so excited to have you join _____ this summer as a Step Up intern! Specifically, your role will be _____ in the _____ department. _____ will be your supervisor, and we look forward to working with you throughout the summer.

At this point, you have successfully completed all the required steps to begin your internship. Here are some key pieces of information to know about this position.

Internship Start Date: _____

Anticipated Internship End Date: _____

Hourly Wage: \$ _____ per hour

Anticipated Hours Per Week: _____

Anticipated Work Schedule: _____

Worksite Address: _____

Instructions for the First Day of Work:

To make sure you arrive on time on the first day of work, I suggest doing a “practice run” the week before your internship. Using the same mode of transportation you’ll use to get to work on the first day, practice your route to work and aim to arrive at the worksite by the time you will start work on the first day. If possible, it’s a good idea to plan to arrive 15-minutes early on the first day in case you have any unexpected delays.

If you need to contact me on or before the first day of work, you can reach me by phone at _____ or by email at _____.

I’m looking forward to a productive summer together and can’t wait for your first day!

Sincerely,
