

(Date)

(Intern's name)
(Home address)
(City, State, Zip)

Dear (name):

WELCOME!

We are looking forward to having you join our team as a Graphic Design Intern.

Your first day of employment will be Monday, (date). Your last day will be Friday (date).

During these weeks you will be assisting our (number) designers in performing their daily tasks. I will coordinate your assignments with them.

Your pay will be \$10.00 an hour with time and a half paid for more than 8 hours in one day or 40 hours in one week. Company benefits do not apply to this position.

As this is a work-for-hire position, all work done during your employ will become the property of (firm name).

I have enclosed a non-disclosure agreement which all employees are required to sign to protect the confidentiality of the information they are exposed to. And I have enclosed some tax forms which need to be filled out. Please bring these with you on your first day.

In addition, I have enclosed our Employee Handbook to help familiarize you with our firm's policies and procedures.

You should plan on arriving around 9 in the morning on the (date). You can park in any spot adjacent to the building. Come to see me upon arrival and I will (re)introduce you to those you will be working with, and help you get set up.

We're excited that (firm name) will become a part of your design education.

(Name of supervisor)
(Title)

ENCLOSURES