



## Student Welcome Letter Sample

*The letter serves as only as a sample of what a welcome letter can encompass:*

[Insert Company Logo Here]

[Date]

[Student's Name]  
[345 Central Street]  
[Somewhere, Province N1N 1N1]

Dear [Student],

Welcome aboard! We are looking forward to having you join our team on [date] in the role of [title]. In preparation for your time with us, we have prepared this welcome package to get you acquainted with who we are, what we do and how you'll fit into. Please take the time to review all these documents carefully before your first day.

On [date of first day], please arrive at [location] at [time]. Bring all the completed forms and documents provided to you by Human Resources, in addition to a void cheque from your bank for direct deposit purposes (if the EL opportunity is paid). Parking is available [describe]. The easiest transit route to us is [describe]. Upon arrival, ask for [supervisor/mentor], who will introduce you to staff and answer any initial questions you may have.

Your first day will focus on getting you comfortable and oriented with us [describe any specific activities or plans you have, eg. an orientation session, an office tour, providing lunch, etc]. Please be aware that our dress code is [describe]. If you have any accessibility requirements, please let us or [university partner] know as soon as possible so that we can make the necessary accommodations for you.

We are working closely with your university to ensure that this is an unforgettable and positive experience for you. A copy of this letter and the enclosed documents has been sent to [university partner] for their records.

We're happy you have chosen us for your internship/co-op/work placement. If you have any questions, please feel free to contact me at [phone].

Sincerely,

[Name]  
[Title]  
[Contact Information]