

EMAIL TEMPLATE



Hi team,

Please join us in welcoming (insert name). He/she will be joining us for a (job title) internship/apprenticeship from (insert dates).

It's important for (Company name) to play a role in developing tomorrow's workforce. By partnering with [CAREERS](#), we are helping youth discover their career passion, while providing our team with mentorship opportunities.

Please take some time to introduce yourself, answer questions, and support (insert name) with your knowledge and expertise.