TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Welcome letter.

Dear Sasha,

We welcome you to our team as a Graphic design intern. We believe that you have a lot of potentials and we would like to give you this opportunity to work with us.

During these upcoming weeks, you will learn about designing in detail. You will be working under our designers who have years of experience working in the industry. You will get to understand the creative and technical process behind graphic designing.

Your stipend will be $200 a week and as this is a work-for-hire position, all work done during your internship will be the property of the firm.

You should plan yon arriving at 10:00 am on Monday and we will begin.

We’re excited to have a new designer on our team and that we will be a part of your design education.

Sincerely,

Mark Ramsey

Executive Head

Mansion Stairs Corporation