



SUMMER
OF TECH

Employer's Toolkit

Intern Welcome Email

Kei runga noa atu - Congratulations on recently hiring an intern

Titiro iho nei - See below for an example of a template that you can send to your intern prior to them starting in their role.

The purpose of sending this is to help your intern feel confident around what they need to do and what to expect on their first day.

Please feel free to edit so that your company's tone of voice shines through.

Karawhiua! - Go for it!



Employer's Toolkit

Intern Welcome Email

Kia ora!

Nau mai, haere mai ki organisation name. We're super excited to have you start with us. Here are some things to know prior to starting with us on the ___ November.



START TIME

Please arrive at _____ AM, our office is located at _____

_____, please sign in at the reception desk and _____ will come to collect you



WORKING HOURS

Here at _____ we typically work a 40 hour week from 8am-5pm, however we understand that people have other life commitments so let's discuss what this looks like for you. We can also chat about lunch breaks to ensure you are getting a decent rest in the day- this is important for your wellness



WHAT TO BRING WITH YOU

Yourself! *You could add in a notepad or anything else that might not be provided by the business.



DRESS CODE

Casual, smart casual, corporate etc



WHAT TO EXPECT ON YOUR FIRST DAY

Your first day and week will be about getting you settled in and familiar with our work environment. You can expect to meet lots of fantastic people that will be around to support and guide you. We will go over health & safety and ensure that your desk is all set up. *Please include anything else you feel might be relevant- for example lunch options e.g will you take them out for lunch.



REACH OUT

Please don't hesitate to reach out to _____ prior to your start date if you have any questions or concerns. We are here to help. Contact number _____

We can't wait to welcome you!