

Internship Program Rollout Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Plan for Internship Program Rollout

Dear [Recipient's Name],

I am writing to present the plan for the rollout of our Internship Program scheduled to commence on [start date]. This program aims to provide valuable work experience to interns while supporting our organizational goals.

Program Objectives

- Provide hands-on experience for interns in [specific fields or roles].
- Enhance the skills of the interns through mentorship and training.
- Foster a culture of learning and development within our organization.

Timeline

The program will be executed over [duration], with the following key milestones:

- Recruitment Phase: [dates]
- Orientation and Training: [dates]
- Internship Period: [dates]
- Evaluation and Feedback: [dates]

Roles and Responsibilities

The following team members will be responsible for various aspects of the program:

- [Name] - Program Coordinator
- [Name] - Mentor Supervisor
- [Name] - Recruitment Lead

We believe this program will not only benefit the interns but also contribute positively to our organization. Please feel free to reach out with any questions or suggestions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]