

Invitation to Orientation Program

Dear [Candidate's Name],

We are pleased to invite you to the Orientation Program for our Internship candidates. This event will help you understand the company culture, meet fellow interns, and learn about your responsibilities.

Date: [Date]

Time: [Start Time] to [End Time]

Location: [Venue/Online Link]

Please confirm your attendance by [RSVP Date]. We look forward to welcoming you and ensuring you have a fulfilling internship experience.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]