

# Internship Confirmation Check-in

Dear [Intern's Name],

We hope this message finds you well. As you begin your internship with us, we would like to confirm your participation and ensure everything is aligned for your project.

## Internship Details:

- **Start Date:** [Start Date]
- **Duration:** [Duration]
- **Project Title:** [Project Title]

Our team would like to schedule a check-in meeting to discuss project goals and expectations. Please let us know your availability for the following dates:

- [Option 1]
- [Option 2]
- [Option 3]

We are excited to have you on board and look forward to collaborating with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]