

Hi Zach Cramer,

I can't believe it, but May is already next week! And that means that you will be here for your summer internships before you know it. I hope that you are wrapping up your semester nicely and that your finals go well. We are looking forward to having you join the team, so I wanted to make sure to connect and send you some information prior to you getting here.

I hope that you are excited and prepared for your orientation on Monday, May 22. You would have already received this along with your official offer letter, but I'm going to attach the Governor's Summer Intern Orientation Agenda to this email, which includes directions on parking, etc. At the end of the orientation, I will meet you and bring you back to the office. If you have any questions, please don't hesitate to reach out. Navigating the state buildings for the first time can be very daunting, but everyone is friendly and happy to help point you in the right direction.

Additionally, I have attached your week one onboarding schedule. I put together a calendar of events to make sure you have time to complete your required trainings, meet people around the office, and get acquainted with your projects that you will be working on this summer. There may be some slight changes depending on how the week goes, but you can plan on this being your schedule for your first week.

I want to make sure that we connected via email prior to you starting your internship to reinforce that you can come to me with any questions you may have. I'm looking forward to seeing what you are able to accomplish while you are in this role. If you need anything from me before your first day, please feel free to send me a text / give me a call on my work phone at (###) ###-####. Enjoy the end of your semester!