

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Apprenticeship - Human Resources

Dear [Candidate Name],

We are pleased to offer you an apprenticeship position within the Human Resources department at [Company Name]. We were impressed with your application and believe this program will provide a strong foundation for your career in HR.

Program Details:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Position Title:** Human Resources Apprentice
- **Supervisor:** [Supervisor Name/Title]
- **Compensation:** [Amount] per [Hour/Month]
- **Work Schedule:** [Hours per week/Shift details]

Learning Objectives:

During this apprenticeship, you will receive practical training in areas such as recruitment, employee relations, benefits administration, and HR compliance. You will be expected to complete [Name of Certification/Course, if applicable] as part of this program.

Terms of Offer:

This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screen]. Please note that this apprenticeship does not guarantee permanent employment upon completion, though your performance will be reviewed for future openings.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

I accept the offer of apprenticeship as outlined above.

Signature: _____ Date: _____