

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Apprenticeship - Talent Acquisition

Dear [Candidate First Name],

We are pleased to offer you an apprenticeship position within our Talent Acquisition team at [Company Name]. We were impressed with your potential and enthusiasm for learning the recruitment process.

The details of your apprenticeship are as follows:

- **Program Start Date:** [Start Date]
- **Program End Date:** [End Date/Duration]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Days and Hours per week]
- **Compensation:** [Hourly Rate/Stipend Amount] per [Hour/Month]
- **Location:** [Office Address or Remote]

Learning Objectives:

During this program, you will gain hands-on experience in sourcing candidates, conducting initial screenings, coordinating interviews, and understanding the full recruitment lifecycle. You will also be paired with a mentor to guide your professional development.

Requirements:

This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screen] and your ability to provide proof of eligibility to work in [Country].

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date].

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of apprenticeship as outlined above.

Signature: _____ Date: _____