

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Apprenticeship - Employee Relations

Dear [Candidate Name],

We are pleased to offer you a position in the [Company Name] Employee Relations Apprenticeship Program. We were impressed with your skills and your interest in developing a career within Human Resources and Employee Relations.

Apprenticeship Details:

- **Position Title:** Employee Relations Apprentice
- **Start Date:** [Start Date]
- **Program Duration:** [Number of Months/Years]
- **Supervisor/Mentor:** [Manager Name]
- **Work Schedule:** [Hours per week/Shift details]

Compensation and Benefits:

- **Hourly Rate/Stipend:** \$[Amount] per [Hour/Month]
- **Training:** You will receive [Details of certification or formal training provided]
- **Benefits:** [List eligible benefits such as health insurance, PTO, etc., or state "Not applicable"]

Terms of Apprenticeship:

During this program, you will assist the Employee Relations team with conflict resolution, policy interpretation, and employee engagement initiatives. This offer is contingent upon [Background check/Drug screen/Reference check].

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

We look forward to having you join our team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer for the Employee Relations Apprenticeship Program under the terms described above.

Signature: _____ Date: _____