

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

[Date]

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

Subject: Offer of Learning and Development Apprenticeship

Dear [Apprentice Name],

We are pleased to offer you the position of Learning and Development (L&D) Apprentice at [Company Name]. We were impressed with your interest in corporate education and your potential to grow within our People team.

Program Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date/Duration]
- **Supervisor:** [Manager Name/Title]
- **Location:** [Office Location/Remote]

Scope of Learning:

During this apprenticeship, you will gain hands-on experience in training coordination, instructional design support, and the administration of our Learning Management System (LMS). You will be expected to complete [Number] hours of formal training alongside your practical work duties.

Compensation and Benefits:

- **Hourly Rate/Stipend:** [Amount]
- **Payment Frequency:** [Weekly/Bi-weekly]
- **Benefits:** [List applicable benefits or "N/A"]

Terms of Agreement:

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, although performance will be reviewed for future opportunities.

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

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Apprentice Name], accept the offer for the Learning and Development Apprenticeship as outlined above.

Signature: _____ Date: _____