

[Company Header/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Offer of Apprenticeship - Compensation and Benefits**

Dear [Candidate Name],

We are pleased to offer you an apprenticeship in the Compensation and Benefits department at [Company Name]. We were impressed with your background and believe you will be a valuable addition to our HR team.

**Program Details:**

- **Start Date:** [Date]
- **End Date:** [Date] (Subject to program completion)
- **Position Title:** Compensation and Benefits Apprentice
- **Reporting Manager:** [Manager Name/Title]
- **Location:** [Office Address / Remote / Hybrid]

**Compensation and Learning:**

- **St Hourly Rate/Stipend:** \$[Amount] per [Hour/Month]
- **Work Schedule:** [Number] hours per week
- **Learning Objectives:** During this program, you will gain hands-on experience in salary benchmarking, benefits administration, payroll coordination, and HRIS data management.

**Terms and Conditions:**

This offer is contingent upon [Background Check/Reference Check/Drug Screening]. As an apprentice, you will be expected to adhere to all company policies and procedures outlined in the employee handbook.

**Acceptance:**

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

We look forward to having you join our team and helping you grow your career in Human Resources.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Candidate Acceptance:**

I accept the offer of apprenticeship as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_