

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you a position in the [Company Name] Human Resources Operations Apprenticeship Program. We were impressed with your background and believe you will be a valuable addition to our HR team.

**Position:** HR Operations Apprentice

**Start Date:** [Date]

**Supervisor:** [Supervisor Name]

**Department:** Human Resources Operations

**Program Details:**

This apprenticeship is designed to provide you with hands-on experience in HR data management, benefits administration, payroll support, and employee lifecycle processes. The program is expected to last for [Duration, e.g., 12 months].

**Compensation:**

Your hourly rate/stipend will be [Amount] per [Hour/Month]. This position is [Full-time/Part-time] consisting of [Number] hours per week.

**Benefits:**

As an apprentice, you will be eligible for [List benefits, e.g., health insurance, paid time off, or training certifications] as per company policy.

**Terms of Offer:**

This offer is contingent upon the successful completion of [Background check/Drug screen/Reference check]. This apprenticeship is at-will, meaning either you or [Company Name] may terminate the relationship at any time.

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]

[Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer for the HR Operations Apprenticeship Program as outlined above.

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