

[Company Logo/Header]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Apprenticeship - Human Resources Analytics

Dear [Candidate Name],

We are pleased to offer you the position of HR Analytics Apprentice at [Company Name]. We were impressed with your analytical skills and your interest in leveraging data to improve the employee experience.

The details of your apprenticeship are as follows:

- **Start Date:** [Date]
- **End Date:** [Date] (Subject to program completion or extension)
- **Reporting Manager:** [Manager Name/Title]
- **Hourly Rate/Stipend:** \$[Amount] per [Hour/Month]
- **Work Schedule:** [Number of hours] hours per week
- **Location:** [Office Address / Remote]

Program Overview:

As an HR Analytics Apprentice, you will receive hands-on training in data collection, visualization, and workforce reporting. You will work closely with the HR team to identify trends in recruitment, retention, and employee performance using tools such as [Excel/Tableau/Power BI/SQL].

Terms and Conditions:

This offer is contingent upon the successful completion of a [background check/reference check/drug screen]. This apprenticeship is an "at-will" arrangement, meaning either you or [Company Name] may terminate the relationship at any time.

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 us shape the future of our workforce through data.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Candidate Acceptance:

I, [Candidate Name], accept the offer of HR Analytics Apprentice under the terms described above.

Signature: _____ Date: _____