

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Apprenticeship - Organizational Development

Dear [Candidate Name],

We are pleased to offer you an apprenticeship within the Organizational Development (OD) department at [Company Name]. We were impressed with your profile and believe this program will provide you with valuable insights into change management, employee engagement, and strategic planning.

Program Details:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Position Title:** Organizational Development Apprentice
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number of hours] hours per week

Compensation and Benefits:

Your stipend/hourly rate for this apprenticeship will be [Amount] per [Hour/Month], subject to applicable taxes. You will also be eligible for [List any benefits, e.g., travel allowance, mentorship sessions, or certificates].

Learning Objectives:

During this program, you will assist with:

- Designing and implementing employee training initiatives.
- Analyzing organizational culture surveys and data.
- Supporting internal communication strategies.
- Facilitating workshops and team-building exercises.

Terms of Agreement:

This offer is contingent upon the successful completion of [Background checks/Drug tests/Reference checks]. Please note that this apprenticeship is a temporary training position and does not guarantee permanent employment upon completion.

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

We look forward to having you join our team and contributing to the growth of our organization.

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the Organizational Development Apprenticeship offer as outlined above.

Signature: _____ Date: _____