

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of **HR Compliance Apprentice** at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our Human Resources team.

**Program Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date/Duration]
- **Supervisor:** [Manager Name/Title]
- **Work Schedule:** [Days/Hours per week]

**Compensation:**

Your rate of pay will be \$[Amount] per [Hour/Month], payable in accordance with our standard payroll schedule. [Optional: Mention benefits if applicable].

**Apprenticeship Scope:**

During this program, you will receive training and practical experience in areas including federal and state labor law compliance, internal audits, policy development, and records management. You will be expected to adhere to all company policies and maintain strict confidentiality regarding employee data.

**Conditions of Employment:**

This offer is contingent upon [Background check, reference check, or drug screening]. Employment is at-will, meaning either you or [Company Name] may terminate the relationship at any time.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

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

**Acceptance:**

I, [Candidate Name], accept the offer of HR Compliance Apprentice as outlined above.

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