

[Date]

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

Dear [Candidate Name],

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

Program Details:

- **Start Date:** [Start Date]
- **Program Duration:** [Number of Months/Years]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Days/Hours per week]

Compensation and Benefits:

- **Hourly Rate/Stipend:** \$[Amount] per [Hour/Month]
- **Training:** You will receive on-the-job training and mentorship covering recruitment, employee relations, payroll, and compliance.
- **Benefits:** [List eligible benefits, e.g., Health insurance, PTO, etc., or state "Not applicable"]

Terms of Apprenticeship:

This offer is contingent upon [Background check, drug screen, or proof of eligibility to work]. As an apprentice, your continued enrollment in the program is subject to satisfactory performance and adherence to company policies.

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

We look forward to welcoming you to [Company Name].

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____