

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Apprenticeship - Human Resources Information Systems (HRIS)

Dear [Candidate Name],

We are pleased to offer you an apprenticeship position within our Human Resources Information Systems (HRIS) department at [Company Name]. This program is designed to provide you with hands-on experience in managing HR technology, data integrity, and system optimization.

The details of your apprenticeship are as follows:

- **Program Start Date:** [Start Date]
- **Program End Date:** [End Date/Duration]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Days and Hours per week]
- **Compensation:** [Amount] per [Hour/Month]
- **Location:** [Office Address or Remote]

During this apprenticeship, your primary responsibilities will include:

- Assisting with the maintenance and update of employee records in the [System Name, e.g., Workday/SAP].
- Supporting HR data entry and auditing for accuracy.
- Participating in system testing for new features or upgrades.
- Generating basic reports and analytics for the HR team.
- Providing troubleshooting support for internal end-users.

This offer is contingent upon [Background Checks/Eligibility Requirements]. As an apprentice, you will be expected to adhere to all company policies, including confidentiality and data privacy protocols regarding sensitive employee information.

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

We look forward to welcoming you to the team and helping you launch your career in HR technology.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____