

[Date]

[Candidate Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Candidate Name],

Congratulations on your selection for the [Company Name] Graduate Training Program. We are excited to welcome you to the [Year] cohort. This letter provides an overview of the program structure and what you can expect during your first [Number] months with us.

### **Program Objectives**

The goal of this program is to provide you with a comprehensive understanding of our business operations, develop your technical skills, and prepare you for a leadership or specialist role within the organization.

### **Rotational Schedule**

You will rotate through the following departments to gain cross-functional experience:

- **Phase 1:** [Department Name] - [Duration]
- **Phase 2:** [Department Name] - [Duration]
- **Phase 3:** [Department Name] - [Duration]

### **Mentorship and Support**

Each graduate will be assigned a senior mentor who will provide guidance, career advice, and performance feedback throughout the duration of the program. You will also participate in weekly workshops focused on [Skill 1] and [Skill 2].

### **Key Milestones**

- [Month 1]: Induction and Company Orientation
- [Month 6]: Mid-program Performance Review
- [Month 12]: Final Project Presentation and Placement Selection

We are committed to your professional growth and look forward to your contributions to [Company Name]. If you have any questions regarding this overview, please contact [Contact Name] at [Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]