

[Date]

[Apprentice Name]

[Address]

[City, State, Zip Code]

Dear [Apprentice Name],

Welcome to the Human Resources team at [Company Name]. We are pleased to offer you the position of HR Apprentice starting on [Start Date].

During your apprenticeship, you will gain hands-on experience in various HR functions, including recruitment, employee relations, payroll administration, and training development. You will be reporting directly to [Supervisor Name], who will serve as your mentor throughout the program.

Onboarding Details:

- **Reporting Time:** [Time]
- **Location:** [Office Address/Department Floor]
- **Items to Bring:** [List of IDs or documents required]

We are committed to supporting your professional growth and look forward to the fresh perspective you will bring to our department. Our team is excited to help you launch your career in Human Resources.

If you have any questions before your first day, please reach out to [Contact Name] at [Email/Phone Number].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]