

Dear [Apprentice Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a participant in our HR Apprenticeship Program.

This program is designed to provide you with hands-on experience across various human resources functions, including recruitment, employee relations, payroll, and professional development. Our goal is to support your growth as you build a strong foundation for your career in HR.

Program Details:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Department:** Human Resources
- **Orientation Location:** [Location/Link]

On your first day, please ensure you have your identification documents ready. We have scheduled an orientation session at [Time] to introduce you to the team and walk you through our internal systems.

We are excited to see the contributions you will make and look forward to helping you succeed in this journey.

Should you have any questions before your start date, please feel free to reach out to [Contact Person] at [Email Address].

Best regards,

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