

[Date]

[Candidate Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Official Welcome - HR Apprentice Position**

Dear [Candidate Name],

Congratulations! We are pleased to officially welcome you to [Company Name] as our new HR Apprentice. We were very impressed with your skills and enthusiasm during the interview process, and we are excited to have you join our Human Resources team.

Your apprenticeship is scheduled to begin on **[Start Date]** at **[Start Time]**. On your first day, please report to **[Location/Reception]** and ask for **[Supervisor/Mentor Name]**.

As an HR Apprentice, you will play a key role in supporting our daily operations while gaining hands-on experience in recruitment, employee relations, and administrative compliance. We are committed to providing you with the mentorship and tools necessary to launch your career in Human Resources.

**Next Steps:**

- Please sign and return the enclosed employment agreement by [Date].
- Bring valid identification for your Right to Work checks on your first day.
- Review the attached onboarding schedule and company handbook.

If you have any questions before your start date, please feel free to contact me at [Phone Number] or [Email Address].

We look forward to seeing you soon and watching you grow within our organization.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]