

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Congratulations! We are pleased to welcome you to the [Company Name] Apprenticeship Program as a [Job Title/Trade]. Your start date is scheduled for [Start Date].

We are excited to have you join our team. This program is designed to provide you with hands-on experience, professional mentorship, and the technical skills necessary to succeed in your career.

On your first day, please report to [Location/Department] at [Time] and ask for [Supervisor/Mentor Name]. Please remember to bring the following documents for your HR onboarding:

- Valid Identification (Passport or Driver's License)
- Social Security Card or equivalent tax documentation
- Completed bank details for direct deposit
- [Any other specific required documents]

Your orientation will include an introduction to our company policies, safety training, and a tour of the facility. You will also receive your schedule for the first week of training.

If you have any questions before your start date, please contact the Human Resources department at [Phone Number] or [Email Address].

We look forward to helping you grow and develop your skills with us.

Welcome to the team!

Sincerely,

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