

[Date]

[Trainee Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to the Human Resources Trainee Program

Dear [Trainee Name],

Congratulations on being selected for the Human Resources Trainee Program at [Company Name]. We are excited to welcome you to the team.

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

During this program, you will gain hands-on experience in various HR functions, including recruitment, employee relations, payroll, and training development. Our goal is to provide you with a comprehensive understanding of how human resources supports our organizational success.

Please bring the following documents on your first day for onboarding:

- Identification documents (Passport or Driver's License)
- Signed offer letter
- [Additional Document 1]
- [Additional Document 2]

We look forward to your contributions and your professional growth within our company. If you have any questions prior to your start date, please contact [Contact Person] at [Email/Phone Number].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]