

[Date]

[Apprentice Name]

[Address Line 1]

[Address Line 2]

Dear [Apprentice Name],

Welcome to [Company Name]! We are pleased to officially welcome you to our Apprenticeship Program as a [Job Title/Trade].

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

During your apprenticeship, you will have the opportunity to gain hands-on experience, develop professional skills, and work alongside experts in the field. Our goal is to provide you with a comprehensive learning environment that supports your career growth.

**Orientation Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Room Name/Virtual Link]
- **Items to bring:** [e.g., ID, signed contract, notebook]

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

We are excited to have you on the team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]