

Dear [Apprentice Name],

Welcome to Your Human Resources Apprenticeship Journey!

Congratulations on joining [Company Name] as an HR Apprentice. We are thrilled to have you on board as you begin your professional career in Human Resources.

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

Your First Day Details:

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location:** [Office Address/Remote Link]
- **Reporting to:** [Manager/Mentor Name]

During your first week, you will undergo an orientation program to introduce you to our systems, meet your team members, and outline your learning objectives for the coming months.

We are committed to your success and look forward to the fresh perspectives you will bring to our team. If you have any questions before your start date, please feel free to reach out to [Contact Name/Email].

Welcome to the team!

Best regards,

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