

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Welcome to the HR Apprenticeship Program

Dear [Candidate Name],

Congratulations on being selected for the [Company Name] Human Resources Apprenticeship Program. We are excited to welcome you to the team and support you as you begin your career in HR.

This letter serves as your formal invitation to the Orientation Session. This session is designed to introduce you to our company culture, provide an overview of your apprenticeship milestones, and meet your designated mentor.

Orientation Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Building/Room or Virtual Link]
- **Contact Person:** [Insert Supervisor/Coordinator Name]

What to Bring:

- Identification documents for employment verification
- Signed copies of your apprenticeship agreement
- A notepad and pen

During the orientation, we will cover your training schedule, internal policies, and the software systems you will be using. We look forward to your contributions and helping you develop your professional skills.

If you have any questions before the orientation date, please contact [Insert Contact Email/Phone].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]