

[Date]

[Apprentice Name]

[Address Line 1]

[Address Line 2]

Dear [Apprentice Name],

Subject: Welcome to the HR Professional Apprenticeship Program

Congratulations on your appointment as an HR Professional Apprentice at [Company Name]. We are delighted to welcome you to the Human Resources team.

This apprenticeship is designed to provide you with a comprehensive understanding of HR functions, including recruitment, employee relations, payroll, and organizational development. Over the next [Number] months, you will balance on-the-job training with academic study to achieve your [Level] HR Professional qualification.

Program Details:

- **Start Date:** [Date]
- **HR Mentor/Line Manager:** [Name]
- **Training Provider:** [College/University Name]
- **Study Day:** [Day of the week, e.g., every Wednesday]

On your first day, please report to [Location/Reception] at [Time]. You will begin with an induction session covering our company culture, HR policies, and an introduction to your specific learning modules.

We are committed to supporting your professional growth and look forward to the fresh perspective you will bring to our department. If you have any questions before your start date, please contact [Contact Person] at [Email/Phone].

Welcome aboard!

Sincerely,

[Name]

[Job Title]

[Company Name]