

[Date]

[Apprentice Full Name]

[Address]

[City, State, Zip Code]

Dear [Apprentice Name],

Welcome to [Company Name]! We are pleased to officially welcome you to our Corporate Human Resources Apprenticeship Program. We are excited to have you join the team and look forward to your contributions over the next [Number] months.

Your first day will be [Start Date]. Please report to [Location/Reception Desk] at [Time] and ask for [Manager/Mentor Name].

As an HR Apprentice, you will gain hands-on experience in several key areas, including:

- Recruitment and Talent Acquisition
- Employee Relations and Engagement
- Learning and Development
- HR Operations and Benefits Administration

On your first day, we will provide you with your employee ID, office equipment, and an orientation schedule to help you settle in. Please remember to bring [List of Documents, e.g., ID for I-9 form] to complete your onboarding paperwork.

If you have any questions before your start date, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We are thrilled to support you as you begin your career in Human Resources. Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]