

Dear [Candidate Name],

Congratulations! We are pleased to welcome you to [Company Name] as our new HR Apprentice.

Your journey with us will begin on [Start Date] at [Start Time]. On your first day, please report to [Location/Reception] and ask for [Supervisor Name].

As an HR Apprentice, you will play a key role in supporting our team while gaining hands-on experience in recruitment, employee relations, and administrative processes. We are excited to support your professional growth and see the contributions you will make.

Onboarding Details:

- **Meeting Link (if remote):** [Link]
- **Required Documents:** Please bring [List documents, e.g., ID, tax forms].
- **Dress Code:** [Dress Code Details]

If you have any questions before your start date, please feel free to reach out to [Contact Person] at [Email/Phone Number].

Welcome to the team!

Best regards,

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