

Dear [Apprentice Name],

Welcome to [Company Name]! We are excited to have you join our team as a Human Resources Management Apprentice.

Your apprenticeship is scheduled to begin on [Start Date] at [Start Time]. On your first day, please report to [Location/Department] and ask for [Supervisor/Mentor Name].

During your program, you will gain hands-on experience in key HR areas, including:

- Recruitment and Onboarding
- Employee Relations
- HR Information Systems (HRIS)
- Training and Development
- Compliance and Policy Management

To help you get started, please bring the following documents on your first day:

- Proof of identity and right to work
- Signed apprenticeship agreement
- Bank details for payroll processing

We are committed to supporting your professional growth and look forward to your contributions to our HR department. If you have any questions before your start date, please contact [Contact Person Name] at [Email/Phone Number].

Welcome aboard!

Best regards,

[Sender Name]

[Job Title]

[Company Name]