

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

RE: Offer of Agency-Sponsored Apprenticeship Placement

Dear [Candidate Name],

We are pleased to offer you a placement in our Agency-Sponsored Apprenticeship Program as a [Job Title/Apprentice Role]. Based on your application and interview, we believe your skills and enthusiasm will be a great asset to [Host Company/Department Name].

Placement Details:

- **Sponsoring Agency:** [Agency Name]
- **Host Employer:** [Company Name]
- **Start Date:** [Date]
- **End Date:** [Date]
- **Supervisor/Mentor:** [Name and Title]
- **Work Location:** [Address]

Compensation and Hours:

Your rate of pay will be [Amount] per [Hour/Week], paid [Weekly/Bi-weekly]. Your expected schedule will be [Number] hours per week, from [Start Time] to [End Time].

Training and Certification:

As part of this agency-sponsored program, you will receive [Description of Training/Certification]. Continued placement is contingent upon satisfactory progress in both your practical work and any required classroom instruction.

Terms of Placement:

This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Check]. You are expected to adhere to all policies and procedures of both [Agency Name] and [Host Company Name].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to supporting your professional development.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]
[Agency Name]

Acceptance:

I, [Candidate Name], accept the apprenticeship placement as outlined above.

Signature: _____ Date: _____