

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

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

**Subject: Conditional Offer of Apprenticeship**

Dear [Candidate Name],

We are pleased to offer you a conditional placement as an Apprentice in the [Department Name] department at [Company Name]. This offer is for the [Apprenticeship Program Name] program, scheduled to begin on [Start Date].

Your apprenticeship will be subject to the following terms:

- **Position:** [Job Title/Apprentice Role]
- **Supervisor:** [Mentor/Manager Name]
- **Compensation:** [Amount] per [Hour/Month]
- **Duration:** [Length of Program, e.g., 12 months]

Please note that this offer is **conditional** upon the successful completion of the following requirements:

- [Condition 1: e.g., Verification of educational transcripts]
- [Condition 2: e.g., Satisfactory reference checks]
- [Condition 3: e.g., Proof of right to work in the country]
- [Condition 4: e.g., Successful completion of a background check]

This offer is also contingent upon your formal enrollment in the [Name of Training Provider/College] vocational course associated with this apprenticeship.

To accept this conditional offer, please sign and return this letter by [Deadline Date]. Once all conditions are met, we will issue a final Apprenticeship Agreement and your official contract.

We look forward to having you join our team and supporting your professional development.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

I accept the conditional offer of apprenticeship as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_