

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Apprenticeship

Dear [Candidate Name],

We are pleased to offer you an apprenticeship placement at [Company Name] in the [Department Name] department. This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Check].

Please find the details of your apprenticeship below:

- **Role:** [Apprentice Title]
- **Start Date:** [Date]
- **End Date:** [Date]
- **Supervisor:** [Manager Name]
- **Stipend/Compensation:** [Amount] per [Hour/Month]
- **Work Schedule:** [Days and Hours]
- **Location:** [Office Address/Remote]

During this placement, you will undergo practical training and gain experience in [List Core Skills/Project]. As an apprentice, you are expected to follow all company policies, safety protocols, and professional codes of conduct.

This apprenticeship does not constitute an entitlement to a permanent job at the conclusion of the program; however, performance evaluations will be conducted periodically to support your professional growth.

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

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____