

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Executive Apprenticeship Placement

Dear [Candidate Name],

We are pleased to offer you an Executive Apprenticeship placement at [Company Name]. This program is designed to provide you with high-level mentorship and strategic exposure under the guidance of our executive leadership team.

Placement Details:

- **Position Title:** Executive Apprentice to [Executive Name/Title]
- **Commencement Date:** [Start Date]
- **Duration:** [Number of Months/Years]
- **Location:** [Office Location/Remote/Hybrid]

Compensation and Benefits:

- **Stipend/Salary:** [Amount] per [Month/Year]
- **Working Hours:** [Standard Hours per week]
- **Additional Benefits:** [Mention Insurance, Travel Allowances, or Professional Development Credits]

Terms of Apprenticeship:

During this placement, you will be expected to adhere to all company policies, confidentiality agreements, and professional codes of conduct. Your role will involve [Briefly list key responsibilities, e.g., strategic research, attending board meetings, project management].

This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screening].

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

We look forward to welcoming you to our leadership team.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____