

[Company Name]  
[Company Address]  
[City, Postcode]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, Postcode]

**Subject: Offer of Fixed-Term Apprenticeship Placement**

Dear [Candidate Name],

We are pleased to offer you a fixed-term apprenticeship placement as a [Apprenticeship Title] at [Company Name].

The details of your placement are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Department:** [Department Name]
- **Supervisor/Mentor:** [Name of Mentor]
- **Working Hours:** [Number of hours] hours per week
- **Rate of Pay:** [Amount] per [Hour/Month]

During this apprenticeship, you will be enrolled in the [Name of Training Program/Course] provided by [Training Provider Name]. You will be expected to balance your practical work experience with your formal studies and assessments.

This offer is subject to the following conditions:

- Provision of original documents proving your right to work in [Country].
- Successful completion of [Reference Checks/Background Checks].
- Signing of the Apprenticeship Agreement and Training Plan.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date].

We look forward to welcoming you to the team and supporting your professional development.

Yours sincerely,

[Signature]

[Sender Name]  
[Job Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of a fixed-term apprenticeship as outlined above.

Signed: \_\_\_\_\_

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