

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

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

Dear [Candidate Name],

We are pleased to offer you a full-time apprenticeship position as a **[Job Title/Trade]** at [Company Name]. We were impressed with your skills and enthusiasm, and we look forward to having you join our team.

Apprenticeship Details:

- **Start Date:** [Date]
- **Supervisor/Mentor:** [Name/Title]
- **Working Hours:** [e.g., 40 hours per week, Monday to Friday]
- **Location:** [Workplace Address]

Compensation and Benefits:

- **Wage:** \$[Amount] per [Hour/Month]
- **Training:** [Brief mention of formal schooling or certifications included]
- **Benefits:** [List benefits such as health insurance, PTO, etc., if applicable]

Terms of Apprenticeship:

This apprenticeship is designed to last for a period of [Duration, e.g., 12 months/4 years]. Your continued employment is subject to satisfactory performance in both practical work and any required educational components.

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

We look forward to welcoming you to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of a full-time apprenticeship as described above.

Signature: _____ Date: _____