

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

[Apprentice Full Name]
[Apprentice Address]
[City, State, Zip Code]

Subject: Offer of Apprenticeship Placement

Dear [Apprentice Name],

We are pleased to offer you an apprenticeship placement at [Company Name] in the position of [Apprenticeship Title]. This placement is designed to provide you with practical experience and professional development in the field of [Industry/Department].

The details of your apprenticeship are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date/Duration]
- **Supervisor/Mentor:** [Supervisor Name]
- **Working Hours:** [e.g., Monday to Friday, 9:00 AM - 5:00 PM]
- **Location:** [Office Address/Remote]
- **Stipend/Compensation:** [Amount per hour/month, or "Unpaid"]

During this placement, you will be responsible for [List 2-3 key learning objectives or tasks]. You will be expected to follow all company policies, safety protocols, and confidentiality agreements.

Please note that this apprenticeship does not constitute a contract of permanent employment. However, it offers a valuable opportunity to gain hands-on skills and industry insights.

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

We look forward to having you join our team.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Job Title]

Acceptance:

I, [Apprentice Name], accept the apprenticeship placement as outlined above.

Signature: _____ Date: _____