

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

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

Subject: Offer of Part-Time Apprenticeship

Dear [Candidate Name],

We are pleased to offer you a part-time apprenticeship position as a [Apprenticeship Title] at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our team.

Apprenticeship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date/Duration]
- **Supervisor:** [Supervisor Name/Title]
- **Work Schedule:** [Days of the week] from [Start Time] to [End Time] (Total [Number] hours per week)

Compensation and Benefits:

- **Hourly Rate:** \$[Amount] per hour.
- **Payment Frequency:** [Weekly/Bi-weekly/Monthly].
- **Learning Objectives:** [Brief description of skills to be acquired].

Terms and Conditions:

This offer is contingent upon [Background check/Reference check/Proof of eligibility to work]. As an apprentice, you are expected to follow all company policies, safety regulations, and confidentiality agreements.

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

We look forward to having you join us.

Sincerely,

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

Acceptance:

I accept the part-time apprenticeship offer as outlined above.

Signature: _____ Date: _____