

[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 remote apprenticeship placement at [Company Name] in the position of [Apprenticeship Title]. We were impressed with your skills and enthusiasm, and we believe you will be a valuable addition to our team.

**Apprenticeship Details:**

- **Start Date:** [Date]
- **End Date:** [Date]
- **Reporting Manager:** [Manager Name], [Job Title]
- **Compensation:** [Amount per hour/month or Stipend details]
- **Working Hours:** [Number of hours] per week
- **Location:** Fully Remote

**Scope of Work:**

During this apprenticeship, you will focus on [List primary learning objectives or projects]. You will receive regular mentorship and feedback to support your professional development.

**Equipment and Access:**

As this is a remote position, you will be required to have a reliable internet connection. [Company Name] will provide [List equipment provided, e.g., laptop, software licenses] or [State if using own equipment].

**Terms of Placement:**

This offer is contingent upon [List contingencies, e.g., background check, signed NDA, proof of eligibility to work]. This apprenticeship does not guarantee future full-time employment but serves as a formal training period.

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

We look forward to having you join us.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of a remote apprenticeship at [Company Name] under the terms and conditions outlined above.

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