

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

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

Subject: Offer of Apprenticeship

Dear [Candidate Name],

We are pleased to offer you an apprenticeship placement at [Company Name] as a [Apprentice Job Title]. This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screening].

Please find the details of your placement below:

- **Start Date:** [Date]
- **End Date:** [Date] (if applicable)
- **Supervisor/Mentor:** [Name/Title]
- **Compensation:** [Amount] per [Hour/Month]
- **Working Hours:** [e.g., 9:00 AM to 5:00 PM, Monday through Friday]
- **Location:** [Office Address/Remote]

During this apprenticeship, you will be expected to complete [Name of Training Program or Qualification]. Your progress will be reviewed regularly to ensure you are meeting the required learning objectives and performance standards.

As an apprentice, you will also be entitled to [List Benefits, e.g., Paid Time Off, Health Insurance, etc., if applicable].

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

We look forward to having you join our team and helping you develop your skills in the industry.

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of apprenticeship as outlined above.

Signature: _____ Date: _____