

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

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

**Subject: Offer of Technical Apprenticeship**

Dear [Candidate Name],

We are pleased to offer you a Technical Apprenticeship placement at [Company Name] in the [Department Name] department. Your skills and interest in [Specific Technical Field] make you an excellent fit for our team.

**Apprenticeship Details:**

- **Start Date:** [Date]
- **End Date:** [Date]
- **Position Title:** Technical Apprentice
- **Reporting Manager:** [Manager Name/Title]
- **Work Location:** [Office Address/Remote]
- **Hours:** [Number of hours per week]

**Compensation and Benefits:**

During this apprenticeship, you will receive a stipend of [Amount] per [Hour/Month]. You will also be eligible for [List any benefits like training certifications, equipment, or travel stipends].

**Learning Objectives:**

As a Technical Apprentice, you will gain hands-on experience in:

- [Objective 1]
- [Objective 2]
- [Objective 3]

This offer is contingent upon the successful completion of [Reference Checks/Background Check/Drug Screen].

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

We look forward to having you join our technical team.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the Technical Apprenticeship offer as outlined above.

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