

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

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

**Subject: Unconditional Offer of Apprenticeship**

Dear [Candidate Name],

We are pleased to offer you an unconditional placement as a [Apprenticeship Job Title] at [Company Name]. Following your interview and assessment, we are confident that your skills and enthusiasm make you an excellent fit for our team.

The details of your apprenticeship are as follows:

- **Start Date:** [Date]
- **Duration:** [Number of Months/Years]
- **Working Hours:** [e.g., 9:00 AM to 5:00 PM, Monday to Friday]
- **Location:** [Office Address]
- **Pay/Stipend:** [Amount per hour/month]
- **Training Provider:** [Name of College or Training Institution]

As this is an unconditional offer, there are no further requirements or contingencies to be met prior to your start date. On your first day, please report to [Manager Name] at [Time].

Attached to this letter is your Apprenticeship Agreement and formal contract. Please review, sign, and return these documents by [Deadline Date] to confirm your acceptance.

We look forward to welcoming you to the team and supporting your professional development.

Sincerely,

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