

Date: [Date]

To: [Apprentice Name]
[Apprentice ID/Position]

Subject: Notification of Completion of Apprenticeship Onboarding Phase

Dear [Apprentice Name],

Congratulations! This letter serves as formal confirmation that you have successfully completed the initial onboarding phase of your apprenticeship program for the position of [Apprenticeship Title].

During this period, you have completed the following requirements:

- Company orientation and safety training.
- Introduction to departmental tools and software.
- Review of apprenticeship standards and learning objectives.
- Completion of all required administrative documentation.

As you transition into the core training phase of your program, you will begin working more closely with your mentor, [Mentor Name], on specific technical tasks and competencies. We will continue to monitor your progress through regular performance reviews and logbook assessments.

We are pleased with your initial performance and look forward to your continued growth within [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]