

[Date]

[Supervisor Name]

[Company Name]

[Company Address]

Dear [Supervisor Name],

I am writing to formally outline my goals and expectations for my upcoming apprenticeship placement as a [Position Title], starting on [Start Date]. I am eager to contribute to [Company Name] and develop my professional skills under your guidance.

Learning Goals

- [Goal 1: e.g., To gain proficiency in specific software or tools]
- [Goal 2: e.g., To understand the full lifecycle of a project within the department]
- [Goal 3: e.g., To improve technical communication and reporting skills]

Expectations for the Placement

- **Mentorship:** I hope to have regular check-ins to receive feedback on my performance and areas for improvement.
- **Hands-on Experience:** I look forward to participating in active projects and applying my theoretical knowledge to real-world tasks.
- **Workplace Integration:** I expect to learn about the company culture and professional standards expected within the industry.

Commitment

I am committed to maintaining a high level of punctuality, professionalism, and a proactive attitude throughout this placement. I look forward to discussing these goals with you further during my orientation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]