

[Date]

[Apprentice Name]

[Apprentice ID Number]

[Address Line 1]

[Address Line 2]

## **Subject: Information Regarding Apprenticeship Stipend and Timesheet Submission**

Dear [Apprentice Name],

Congratulations on beginning your apprenticeship with [Organization Name]. This letter provides essential details regarding your stipend payments and the process for submitting your timesheets.

### **1. Stipend Details**

- **Stipend Amount:** [Amount] per [Pay Period, e.g., Month/Week]
- **Payment Method:** [Direct Deposit/Check/Bank Transfer]
- **Payment Date:** [e.g., The 5th of every month]

### **2. Timesheet Submission Process**

To ensure timely payment of your stipend, you are required to track your hours and submit a signed timesheet according to the following guidelines:

- **Submission Deadline:** [e.g., Every Friday by 5:00 PM]
- **Submission Method:** [e.g., Online Portal/Email to Supervisor]
- **Approval:** All timesheets must be reviewed and signed by your designated supervisor, [Supervisor Name], before submission.

### **3. Important Notes**

- Late submission of timesheets may result in a delay of your stipend payment.
- Please report any absences or medical leave to your supervisor immediately.
- Ensure your banking information is up to date with the HR/Finance department.

If you have any questions regarding your payments or the timesheet system, please contact the [Department Name] at [Phone Number/Email Address].

We look forward to your contributions to the team.

Sincerely,

[Sender Name]  
[Sender Title]  
[Organization Name]