

[Date]

[Apprentice Name]

[Address Line 1]

[Address Line 2]

Dear [Apprentice Name],

Welcome to Your Apprenticeship Program

Congratulations on being accepted into the apprenticeship program through [Recruitment Agency Name]. We are delighted to welcome you and look forward to supporting your professional growth.

Your placement details are as follows:

- **Host Employer:** [Company Name]
- **Start Date:** [Date]
- **Reporting Manager:** [Name]
- **Position Title:** [Apprentice Role]

As part of this program, [Recruitment Agency Name] will be your point of contact for payroll, HR support, and coordination with your training provider. Attached to this letter, you will find your induction pack which includes your contract, health and safety guidelines, and a schedule for your first week.

Please ensure you have completed the following before your start date:

- Signed and returned your employment agreement.
- Provided your bank details and tax information.
- Submitted copies of your identification documents.

If you have any questions regarding your placement or training, please contact your dedicated consultant, [Consultant Name], at [Phone Number] or [Email Address].

We wish you every success as you begin your new career path.

Best regards,

[Sender Name]

[Job Title]

[Recruitment Agency Name]