

Apprenticeship Training Guidelines

Date: [Insert Date]

To: [Apprentice's Name]

Address: [Apprentice's Address]

Dear [Apprentice's Name],

We are pleased to provide you with the guidelines for your apprenticeship training program. This document outlines your responsibilities, training objectives, and the support you can expect throughout your training.

1. Training Objectives

- To gain practical experience in [specific field/industry].
- To develop skills in [specific skills].
- To complete assigned projects and tasks effectively.

2. Responsibilities

- Attend all scheduled training sessions and meetings.
- Complete all assigned tasks within the given deadlines.
- Communicate any challenges or issues promptly.

3. Support and Resources

You will have access to mentors and resources to assist you in your training. Feel free to reach out to:

- Your assigned mentor: [Mentor's Name and Contact]
- HR Department: [HR Contact Information]

We look forward to supporting you through this exciting learning journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]