

# Vocational Training Offer

Date: [Insert Date]

To: [Trainee's Name]

Address: [Trainee's Address]

Dear [Trainee's Name],

We are pleased to offer you a position in our vocational training program for [specific trade/skill]. This program is designed to enhance your skills and provide you with the necessary experience to succeed in your career.

## Program Details:

- Duration: [Insert Duration]
- Location: [Insert Location]
- Start Date: [Insert Start Date]
- Weekly Hours: [Insert Hours]
- Supervisor: [Insert Supervisor's Name]

This training will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please confirm your acceptance of this offer by [insert acceptance deadline]. If you have any questions, feel free to contact us at [contact information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]