

Initial Job Offer for Trainee Position

Date: [Insert Date]

[Trainee's Name]

[Trainee's Address]

Dear [Trainee's Name],

We are pleased to offer you the position of Trainee at [Company Name]. Your skills and enthusiasm stood out during the selection process, and we believe you will be a valuable addition to our team.

The details of your position are as follows:

- **Position:** Trainee
- **Start Date:** [Insert Start Date]
- **Duration:** [Insert Duration, e.g., 6 months]
- **Stipend:** [Insert Stipend Amount]
- **Reporting to:** [Supervisor's Name]

Please confirm your acceptance of this offer by signing and returning this letter by [Insert Deadline Date]. We are excited about the possibility of you joining our team and contributing to our projects.

If you have any questions regarding this offer, feel free to reach out at [Contact Information].

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]

I, [Trainee's Name], accept the terms of this offer.

Signature: _____ Date: _____