

Apprenticeship Program Offer Clarification

Date: [Insert Date]

Recipient's Name: [Insert Recipient's Name]

Recipient's Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are pleased to extend an offer for apprenticeship in our [Specify Program Name] program at [Company Name]. This letter serves to clarify certain aspects of the offered position and your responsibilities.

Program Details:

- **Duration:** [Insert Duration]
- **Start Date:** [Insert Start Date]
- **Location:** [Insert Location]

Compensation:

You will receive a stipend of [Insert Amount] per [Insert Payment Period], which will be disbursed on [Insert Payment Schedule].

Responsibilities:

As an apprentice, you will be expected to:

- Complete assigned tasks and projects.
- Attend training and workshops.
- Maintain regular communication with your mentor.

Next Steps:

Please confirm your acceptance of this offer by [Insert Deadline] by signing below and returning this letter.

We look forward to your contribution to [Company Name] and to supporting your professional development.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Accepted by: _____

Date: _____