

Dear [Apprentice's Name],

I hope this message finds you well. I am writing to remind you about the apprenticeship program offer we extended to you on [Date of Initial Offer]. We believe that this opportunity will provide you with invaluable experience and skills.

Please confirm your acceptance of the offer by [Response Deadline]. If you have any questions or need further information, do not hesitate to reach out.

We look forward to having you join our team and contribute to our projects!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]