

Welcome to the Apprenticeship Program!

Dear [Apprentice's Name],

We are excited to welcome you to our Apprenticeship Program. Please find below the onboarding details:

Onboarding Schedule

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location:** [Venue/Company Address]

Required Documents

- Identification (e.g., driver's license, passport)
- Social Security card
- Proof of education (e.g., transcripts, certificates)

What to Bring

- A positive attitude!
- Notebook and pen for taking notes
- Lunch (or money for lunch)

If you have any questions prior to your start date, please feel free to contact us at [Contact Information]. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]