

Appointment Letter For Trainee

[Company Letterhead]

[Date]

[Applicant Name]

[Address]

[City, State ZIP Code]

Dear [Applicant Name],

We are pleased to inform you that you have been selected for the trainee position at [Company Name]. We believe that your skills and qualifications will contribute significantly to our company, and we are excited to have you on board.

As a trainee, you will be joining our team on [Start Date]. Your initial training period will be for [Duration] months, during which time you will be required to complete the training program and become familiar with the company's policies and procedures. You will also be introduced to your department and team members.

During your training period, your progress will be closely monitored, and you will receive feedback on your performance. Upon successful completion of the training program, you will be evaluated for a permanent position with our company.

We offer competitive compensation and benefits packages to our employees, and we are committed to providing a safe and healthy working environment.

Please review the attached documents which include the terms and conditions of your employment.

You are required to sign the agreement and return it to us by [Date].

We look forward to welcoming you to the team and wish you all the best for your future with

[Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]