

Formal Trainee Appointment Letter

Subject: Appointment as Trainee

Dear [Trainee Name],

We are pleased to inform you that you have been selected for the position of Trainee in [Department/Division] at [Company Name]. Your training period will commence from [Start Date] and continue until [End Date], during which you will receive guidance and hands-on experience in your designated field.

Your reporting manager will be [Manager Name], and you are expected to adhere to company policies and training schedules. Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

We welcome you to [Company Name] and look forward to your contribution and learning during your training tenure.

Sincerely,

[Authorized Signatory]

[Designation]

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