

Casual Trainee Appointment Email

Subject: Welcome to [Company Name] – Trainee Position

Hi [Trainee Name],

Congratulations! You have been selected as a Trainee in our [Department]. Your training starts on [Start Date] and will provide you with valuable experience and guidance.

Please confirm your acceptance by replying to this email. We are excited to have you onboard and look forward to supporting your growth.

Best regards,

[HR Name]

[Designation]

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