

Informal Trainee Email

Subject: You're Onboard â€” Trainee Position

Hello [Trainee Name],

Weâ€™re happy to welcome you as a Trainee at [Company Name]! Your training kicks off on [Start Date], and weâ€™re excited to have you gain hands-on experience with us.

Please reply to confirm your start. Letâ€™s make this a productive and enjoyable learning journey!

Cheers,

[HR Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-for-trainee>