Trainee Appointment Letter Template

[Company Letterhead]

[Date]

[Trainee's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Trainee's Name],

We are delighted to offer you an appointment as a trainee with [Company Name] in the capacity of [Trainee Position]. Your enthusiasm for learning and growth is commendable, and we believe you will thrive in this role.

Trainee Position: [Trainee Position]

Start Date: [Start Date]

Duration: [Duration]

Location: [Work Location]

Please find attached the terms and conditions of your traineeship, including your responsibilities, training program details, and other pertinent information. Should you require any further information or have questions, please do not hesitate to contact us.

To confirm your acceptance of this opportunity, please sign and return this letter by [Acceptance Deadline]. We are excited to embark on this journey of development with you.

Warm regards,

[Your Name]

[Your Title]

[Company Name]