[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Trainee Appointment Letter

Confirming a trainee appointment in writing: the training, the stipend, and the terms of training.

Training details

Training detail	Value
Training period	_____
Start date	_____
Place of work	_____
Working hours	_____
Stipend	_____

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city], [Postal code]

Subject: Appointment as trainee - [Job title] **Dear** [Employee name]**,**

We are pleased to appoint you as a trainee [Job title] **in** [Department] **at** [Company name]**. You will report to** [Manager name]**,** [Manager job title]**, who will supervise your training.**

Training plan

During training you will learn: [Training plan]**. Your progress will be reviewed at the end of training. On successful completion, we will confirm your appointment in writing.**

Your annual leave will be [Annual leave entitlement] **each year, plus** [Public holidays]**.**

This appointment is subject to satisfactory references and evidence of your right to work. Please send these to [Contact name] **by** [Documents due date]**. Please confirm your acceptance by signing below and returning this letter by** [Acceptance due date]**. We look forward to welcoming you to** [Company name]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Employee name]**, accept the appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____