Informal Trainee Email

Subject: You're Onboard â€" Trainee Position

Hello [Trainee Name],

We're happy to welcome you as a Trainee at [Company Name]! Your training kicks off on [Start

Date], and we're excited to have you gain hands-on experience with us.

Please reply to confirm your start. Let's make this a productive and enjoyable learning journey!

Cheers,

[HR Name]

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