

[Date]

[Union Name]

[Union Local Number]

[Address]

[City, State, Zip Code]

Subject: Recommendation for [Applicant Name] for [Trade Name] Apprenticeship

To the Apprenticeship Selection Committee,

I am writing this letter on behalf of the Human Resources Department at [Company Name] to formally recommend [Applicant Name] for the [Trade Name] Apprenticeship program with [Union Name].

During their tenure with our company from [Start Date] to [End Date], [Applicant Name] served as [Job Title/Position]. In this role, they consistently demonstrated a strong work ethic, punctuality, and a commitment to workplace safety. Our records indicate that [Applicant Name] maintains an excellent attendance record and has successfully completed all required safety training and certifications.

We have observed [Applicant Name] to be a highly motivated individual who takes initiative and works well within a team environment. They possess the physical stamina and mechanical aptitude necessary to succeed in a demanding labor environment. Furthermore, their ability to follow complex instructions and adhere to strict industry standards makes them an ideal candidate for a formal apprenticeship.

At [Company Name], we value the skill and dedication that union members bring to the workforce. We are confident that [Applicant Name] possesses the character and drive to become a valuable asset to your union and the trade at large.

Please feel free to contact the Human Resources department at [Phone Number] or [Email Address] if you require any further information regarding this applicant's employment history or qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]