

[Your Name]  
Human Resources Manager  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Union Name]  
[Union Local Number]  
[Apprenticeship Committee Address]  
[City, State, Zip Code]

Dear Apprenticeship Committee Members,

I am writing to formally recommend [Applicant Name] for the [Trade Name] apprenticeship program with [Union Name]. As the Human Resources Manager at [Company Name], I have overseen [Applicant Name]'s employment for the past [Number] years, during which they served as a [Job Title].

Throughout their tenure with our company, [Applicant Name] has consistently demonstrated a strong work ethic, punctuality, and a proactive approach to safety protocols. They have proven to be a reliable team member who works well under pressure and is eager to master new technical skills. In our workplace, they were specifically noted for [mention a specific strength, e.g., attention to detail, mechanical aptitude, or problem-solving].

We believe [Applicant Name] possesses the discipline and physical stamina required to succeed in a demanding trade environment. Their commitment to professional growth and their ability to follow complex instructions make them an ideal candidate for the structured training provided by your union.

I highly recommend [Applicant Name] without reservation. Please feel free to contact me if you require any additional information regarding their work history or character.

Sincerely,

[Signature]  
[Your Printed Name]  
Human Resources Manager