

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Union Name]

[Apprenticeship Committee Name]

[Union Address]

[City, State, Zip Code]

RE: Employment Verification and Recommendation for [Employee Name]

To the Apprenticeship Training Committee,

I am writing to verify the employment of [Employee Name] and to formally recommend them for the [Trade Name] Union Apprenticeship Program. [Employee Name] has been employed with [Company Name] from [Start Date] to [End Date/Present].

During their tenure, [Employee Name] served in the role of [Job Title]. Their primary responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Throughout their time with us, [Employee Name] has demonstrated a strong work ethic, punctuality, and a genuine mechanical aptitude. They have completed approximately [Number] hours of hands-on work in [Specific Field/Trade]. They consistently follow safety protocols and work effectively as part of a crew.

I believe [Employee Name] possesses the dedication and physical stamina required to succeed in your apprenticeship program. They are eager to learn the trade at a professional level and will be an asset to the union.

If you require any further information regarding their work history or character, please feel free to contact me directly.

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]