

[Company Letterhead]

[Date]

[Name of Union Apprenticeship Committee/JATC]

[Union Address]

[City, State, Zip Code]

RE: Sponsorship of [Applicant Name]

To the Apprenticeship Training Committee,

This letter serves as official notification that [Company Name] agrees to sponsor [Applicant Name] for the [Name of Trade] Apprenticeship Program.

We have interviewed the candidate and determined they meet our employment requirements. Upon their acceptance into the program, [Company Name] commits to providing the required on-the-job training hours and supervision as outlined in the apprenticeship standards.

Please notify us of the applicant's status or if any further documentation is required to finalize this sponsorship.

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]

[Phone Number]

[Email Address]