

[Company Header/Logo]

[Date]

[Union Name]

[Joint Apprenticeship and Training Committee (JATC)]

[Address]

[City, State, Zip Code]

RE: Qualification Verification for [Applicant Name]

To the Apprenticeship Selection Committee,

As the Human Resources Director for [Company Name], I am writing to formally verify that [Applicant Name] has met the necessary internal requirements and qualifications to apply for the [Trade Name] Apprenticeship Program.

Our records confirm the following details regarding the applicant:

- **Employment Status:** [Current Position / Prospective Employee]
- **Education:** [High School Diploma / GED] verified.
- **Related Experience:** [Number] months/years in [Specific Field].
- **Physical Requirements:** The applicant has demonstrated the ability to perform the essential physical tasks of the trade.

[Company Name] fully supports this application. We believe the applicant possesses the aptitude and work ethic required to succeed in your training program and contribute positively to the union workforce.

Please contact my office at [Phone Number] or [Email Address] if you require additional documentation or background information.

Sincerely,

[Signature]

[HR Director Name]

Director of Human Resources

[Company Name]