

[Date]

[Recipient Name]

[Union Name/Local Number]

[Union Address]

[City, State, Zip Code]

Subject: Recommendation for [Applicant Name] for Union Apprenticeship

To the Apprenticeship Selection Committee,

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

[Applicant Name] has been employed with our company since [Start Date] in the role of [Current Job Title]. During this time, they have consistently demonstrated a strong work ethic, punctuality, and a commitment to workplace safety. Our internal records show that [Applicant Name] maintains an excellent attendance record and follows all corporate protocols and industry regulations.

As a member of our team, [Applicant Name] has shown a particular aptitude for [mention 1-2 skills, e.g., mechanical tasks, teamwork, or technical problem solving]. They have expressed a clear desire to advance their career through the formal training and rigorous standards provided by a union apprenticeship.

We believe that [Applicant Name] possesses the character and dedication necessary to succeed in your program and become a valuable journey-level professional. We fully support their application.

Please feel free to contact the Human Resources office at [Phone Number] or [Email Address] if you require any further information or employment verification.

Sincerely,

[Signature]

[Name of HR Representative]

[Job Title]

[Company Name]