

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

Subject: Internal Letter of Recommendation for [Applicant Name]

To the Apprenticeship Committee,

I am writing this letter to formally recommend [Applicant Name] for the [Trade Name] Apprenticeship Program. I currently hold the position of [Your Job Title] at [Company Name], where I have had the opportunity to observe [Applicant Name]'s work ethic and performance for the past [Number] years/months.

During their time with our company, [Applicant Name] has demonstrated a strong commitment to professional growth and a deep interest in the [Trade Name] industry. They have consistently displayed the following qualities essential for a successful apprentice:

- **Reliability:** [Applicant Name] is punctual and maintains an excellent attendance record.
- **Work Ethic:** They approach every task with focus and a willingness to perform physically demanding labor.
- **Safety Mindset:** They strictly adhere to all job site safety protocols and encourage others to do the same.
- **Aptitude:** They possess a natural ability to troubleshoot problems and are quick to learn new technical skills.

I have seen [Applicant Name] work alongside our journey-level workers, and they have shown great respect for the chain of command and the mentorship process. I am confident that they have the dedication required to complete the rigorous training provided by this union.

I highly recommend [Applicant Name] for admission into the apprenticeship program. I believe they will be a valuable asset to both the union and the future of our trade.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Union Member Number, if applicable]
[Your Phone Number]
[Your Email Address]