

[Your Full Name]
Human Resources Business Partner
[Company Name]
[Date]

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

RE: Recommendation for [Applicant Full Name]

To the Apprenticeship Selection Committee,

I am writing to formally recommend [Applicant Full Name] for the [Trade Name] apprenticeship program with [Union Local Number]. As the Human Resources Business Partner for [Company Name], I have had the opportunity to observe [Applicant Name]'s professional conduct, reliability, and work ethic during their tenure of [Number] years with our organization.

In my capacity as HRBP, I track employee performance metrics and adherence to safety protocols. [Applicant Name] has consistently demonstrated a high level of discipline and a proactive approach to skill development. They possess the mechanical aptitude and physical stamina required for the demands of the trade, along with a proven track record of punctuality and teamwork.

What distinguishes [Applicant Name] is their commitment to long-term career growth within the organized labor movement. They understand the value of the apprenticeship system and have shown a dedicated interest in mastering the technical standards set by your local. I am confident that they will be a hardworking, safety-conscious, and productive member of your union.

I highly recommend [Applicant Name] for admission into your upcoming apprenticeship class. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information regarding their employment history.

Sincerely,

[Signature]

[Your Printed Name]
Human Resources Business Partner
[Company Name]