\*\*\*On Company Letterhead\*\*\*

Date

College Rep Name

Title

College

College Address

College City, State Zip

Dear College Representative:

**(Company Name)** is partnering with **(College Name)** Community College to provide a pre-work-based and/or work-based learning opportunity for students pursuing a career pathway in **(Program Pathway)** earning industry recognized credentials in **(Program Name)**.This partnership will include on-the-job training as well as mentorship support and guidance on company culture and industry/workplace policies and procedures throughout the student’s training at **(Company Name)**.

As an Equal Employment Opportunity employer, we know the importance of a skilled workforce and do not discriminate based on race, color, national origin, sex, sexual orientation, genetic information or because an individual has a disability or is above a certain age. Starting wage for interns/co-ops in this work-based learning program is **$amount per hour** with a wage progression of up-to **$amount per hour**. As of **(Date),** starting salary for a **(occupation)** at **(Company Name)** is **$amount per hour**.

Students engaged in work-based learning programs at our facility are subject to the employment practices of the company. Safety is of utmost importance to the **(Company Name)** and will provide safety training and/or protocols for facility and equipment operations to interns/co-ops**. (Company Name)** is pleased to engage in this work-based learning program and supports the efforts to build a skilled workforce pipeline to meet our needs.

Sincerely,

Company Representative Name

Title