**Please put on company letterhead and return to Alice Savino ASAP, please!!**

March 7, 2022

Alice Savino, Executive Director

Workforce Development Board

209 Elizabeth Street

Utica, NY 13501

Dear Alice:

(Name of employer) commits to partnering with the Workforce Development Board and its partners in its Regional Apprenticeship Development and Readiness (RADAR) Project. We look upon this project as a way to provide a home-grown talent network for all employers who will need skilled workers in the years to come.

We are (what the employer does) with a current workforce of (NUMBER). We project that in the four years covered by this project we will have (NUMBER) openings that could be filled through this project, understanding that COVID-19, the economic recovery and other outside factors will have an impact on our future plans.

To support this project, we commit to work with the WDB, its partners and other employers to develop a strong regional system of workforce preparation by agreeing to:

* Participate in the project steering committee along with other partners. The committee will coordinate the project with the WDB, align skills needed with what is taught, help training providers focus coursework on foundational technical skills and workplace competencies and ensure program development has real-world support from industry.
* Provide feedback on skills assessment standards and tests to be used in this project so that they align with our needs.
* Provide career ladder information so the WDB can highlight the kinds of advancement opportunities the sector represents and participated in outreach, particularly virtual events, to promote this project and increase the numbers of skilled applicants.
* Support the project’s commitment to providing program participants with workplace experiences through job shadowing and workplace tours – including virtual ones -- while also providing speakers to help students focus on real-world applications of the project’s curriculum;
* Interview graduates for openings where their skills meet our qualifications, understanding that as the economy recovers from the COVID-19 restrictions, the precise pace of our own hiring is uncertain.

We understand that these activities will require a commitment of staff and, when possible, resources/facilities at our place of business. We believe that our contribution to the project will total an average $2,000 worth of in-kind resources per year of project operations.

Sincerely,