

Sample letters for Completion: Laborer

Note: To be placed on the next agenda for completion, you and your employer need to provide a letter, in your own words, stating that you are working at journey level. See samples below.

Apprentice:

Date

Oregon-Columbia Laborers JATC

c/o Northwest College of Construction

8111 NE Holman Street

Portland, OR 97218

Dear Committee Members,

I, __Name__, have completed __Number__ On-the-Job Training hours and have successfully completed __Number__ hours of Related Training. I am confident that I now possess the skills, knowledge, experience, and training necessary to be work as a journey-level laborer. Please consider this my formal request for completion from the Oregon-Columbia Laborer Apprenticeship Program.

Sincerely,

Your Signature

Training Agent/Employer:

Date

Oregon-Columbia Laborers JATC

c/o Northwest College of Construction

8111 NE Holman Street

Portland, OR 97218

Dear Committee Members,

__Name of Apprentice__ has been employed with our company as a laborer apprentice since __Date__. We have been notified that they have completed all of the requirements necessary for completion of this program.

Our company feels that __Name of Apprentice__ is working at a journey level and recommends them for completion at this time.

Please feel free to contact me with any questions.

Sincerely,

Signature