

## On-the-Job Training (OJT) Referral Letter

NAME:

ADDRESS:

PHONE:

EMAIL:

Dear Employer:

The above individual is eligible for our On-the-Job-Training (OJT) to assist in retraining of unemployed workers. Reimbursement to the employer of 50-75% of the employee's hourly wage may be available to your business to help offset the costs of training a new employee.

OJT can be used to train this individual in new skills to perform a different job from his or her previous job. The length of the training period is negotiable and depends on the complexity of the job to be learned and the skills and qualifications of the trainee. There must be a "mismatch" or skills gap between the skills required by the job and the skills the individual already possesses.

A simple OJT agreement must be signed **prior** to the first day of work. If you are interested in finding out more about these savings, please contact me at \_\_\_\_\_ or email me at \_\_\_\_\_

Sincerely,