

<<Current Date as Text>>

<<Name First Last Proper>>

<<Address Street 1>>

<<Address City>>, <<Address State>> <<Address Zip>>

SUBJECT: <<Program Name>> Apprenticeship

Congratulations! You have been selected for the <<Program Name>> apprenticeship program. Report to the Far West Training Center for orientation and your first class on:

Friday, July 2, 2010 at 7:30 AM *(please arrive a few minutes early)*

This class will be (10) ten days from 7:30 AM - 4:00 PM and includes orientation and comprehensive training in safety, first aid, conduit bending, and wiring systems. You will be assigned to an employer upon successful completion of the basic skills class.

After completion of basic skills class, you will be working for several months before you are scheduled to return to school. Once school begins, the school terms are ten to eleven weeks in duration and will include one day per week classroom instruction. While there is no compensation for time loss the one day per week you attend school, currently books and tools are at no cost upon successful completion of each term.

Geographical work area covers Malton Lake to the Coast.

Proper attire:

Jeans: are acceptable - neat and clean, no holes

Shirt with collar - no tank tops, no bare midriffs, no shorts, no flip flops

Jewelry - no facial or tongue piercing or any jewelry that will interfere with hands on lab

Shoes - tennis shoes acceptable except labs- instructors will advise when boots required

Hats - no hats in building or classrooms

A drug test is required before assignment to an employer. Drug test information and locations will be provided during orientation. A criminal background check will also be conducted.

If you have decided not to attend this class please call Britt at 817-332-9109 as soon as you receive this letter.

Thank you.

Far West ELECTRICAL JATC