

SAMPLE LETTER OF COMMITMENT from PLACEMENT PARTNER

[Company Letterhead]

[Date]

Wisconsin Office of Skills Development
Wisconsin Department of Workforce Development
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946

Dear Evaluation Committee Members:

This letter is to confirm [Employer Placement Partner name]'s planned participation in and contribution to the [name of project] training program to be operated by [Applicant name]. [Employer Placement Partner name] has determined there is a need for this training program due to [insert reason].

[Include one or more of the following examples, as applicable:]

[Employer Placement Partner name] agrees to hire [x] newly trained workers that successfully complete the training at an average wage of \$[X] per hour, plus benefits. *[and/or]*
[Employer Placement Partner name] agrees to train [x] incumbent workers with an average wage of \$[X] per hour, plus benefits. Upon successful completion of the training, these workers will receive wage increases of \$[Y] per hour. *[and/or]*
[Employer Placement Partner name] agrees to train [x] new hire workers with an average wage of \$[X] per hour, plus benefits.

[Plans for Match contributions, as applicable:]

[Partner name] agrees to provide the following Match to the project:

- \$ [XXXX] to be used for [Y]
- In-kind Instructor[s] Hours: \$ XXXX [include details e.g. hours/period and wage]
- Donated Equipment: \$ XXXX [include details]
- Wages and Benefits of incumbent trainees: \$ XXXX
- Wages and Benefits of new hires: \$ XXXX
- Stipends for unemployed: \$ XXXX

TOTAL MATCH: \$XXXXX

This contribution is given to specifically match a grant from the Wisconsin Fast Forward Program, and is not a general gift or donation that has been or would otherwise be given without the prospect of WFF funding.

The training project will not result in any dislocation of company employees from their current place of employment. The increased skills training will benefit the trainees involved and is in response to a skills shortage experienced by both our firm and the industry.

The company does not anticipate any circumstances, financial or legal, barring the company from meeting its commitments as presented in the project proposal.

Sincerely,

[signed]

[Company Official - Name and Title]