

**Format for Employer's Letter of Support**

*(Use Job Corps Center and/or O/A-CTS Office letterhead)*

*(Date)*

Gerard O'Hare, Program Manager  
Dallas Regional Office  
1999 Broadway, Suite 1760  
Denver, CO 80202-5716

Dear Mr. O'Hare:

This letter is to inform you that *(applicant's name)* has applied for a Fellowship with the Job Corps Executive Management Program. Part of the program will be conducted at Minot State University in Minot, North Dakota. If accepted, during *(applicant's name)* absence from *(employer's organization)*, (his/her) job duties and responsibilities will be delegated to the remaining staff and will result in no additional costs to the Federal Government or to the Job Corps Executive Management Program.

During the remainder of the program, the applicant will be performing distance learning courses and projects while based at home. We will ensure that *(applicant's name)* is given sufficient time and support to complete this portion of the program. Further, *(applicant's name)* position within the organization will not be compromised by (his/her) participation within the Master's Program.

We also agree that should *(applicant's name)* be accepted in the program, that (he/she) will be reimbursed for travel expenses to and from Minot State University, that (he/she) will be paid the government approved per diem for meals, and that *(applicant's name)* will be paid (his/her) normal salary without interruption.

*(Signature block for applicant's supervisor)*