

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

*(Use center and/or OA/CTS office letterhead)*

*(Date)*

Patricia Rivers, Program Manager  
Region IV Office of Job Corps  
525 Griffin St., Rm. 403  
Dallas, TX 75202  
(214) 767-6845  
Fax: (214) 767-2148  
E-mail: [rivers.pat@dol.gov](mailto:rivers.pat@dol.gov)

Dear Sirs,

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 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 their participation in the Master's Program.

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

*(Signature block for applicant's supervisor)*