Date

Employer Name

Address

City, SD Zip

Dear *(Employer Name)*,

*(Participant)* recently applied for a *(position)* position with your business. *(Participant)* is eligible for an On-the-Job Training (OJT) through the Department of Labor and Regulation (DLR).

An OJT can be utilized to train *(participant)* to the specifics as a *(position)* with *(business name)*. The length of the training is negotiable, but based on *(participant’s)* current skills set in comparison to the skill set needed as a *(position)*. While *(participant)* is on-the job, *(he/she)* will gain the skills necessary for successful employment at *(business)*.

As an OJT Employer:

* You make the hiring decisions and retain the right to terminate a trainee.
* You provide a job description, including necessary job skills, so I can develop a training plan for the OJT.
* You are reimbursed 50 percent of *(participant’s)* wages through the OJT period in exchange for the extraordinary costs of providing the training.
* You have the support of DLR to assist with any situations that arise throughout the training period.

I will be in touch with you to further discuss the OJT opportunity for *(participant)* with *(business)*. If there is a convenient time for you, please contact me at *(phone number)* or *(email address)* **before you hire.**

Sincerely,

*(DLR Staff)*