

## LETTER OF SUPPORT – EXAMPLE

**[from Life Science Company]**

**[to Training Provider]**

We are looking forward to engaging with [Training Provider] on a new/expanded workforce development partnership program to training workers for available roles at our company.

We understand that as a company, our roles and responsibilities for this engagement include:

[EXAMPLES BELOW]

- Identify a lead representative at the company to participate in regular meetings with the training provider.
- Maintain consistent communication and responsiveness.
- Work together to solve problems, make decisions, create opportunities for program participants, and support participants' success.
- Review the training program as needed to address any potential issues.
- Retain the right to decline hiring of students for any reason, but particularly if they do not meet the expectations and requirements of the jobs offered.
- Participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards.
- Provide basic follow-up data on hiring/retention of graduates of the program.
- Provide the talents and support of hiring managers to design a program that will meet real workforce needs and likely lead to job placements.
- Interview/assess graduates within two to four weeks of program graduation for open positions.

And we expect our training provider partner to:

[EXAMPLES BELOW]

- Include business partners in setting the final curriculum and program plan, as well as offer opportunities for the company to directly engage students through speaking to the class, offering on-site tours, or attending a graduation event
- Manage recruitment and enrollment, including marketing efforts
- Provides teachers, space, and equipment
- Offer quality occupational and academic skills instruction and other relevant advice and support to encourage trainees to pursue a long-term career in the life sciences

- Pay stipends to students to address economic barriers to facilitate their continued engagement in the class
- Manage all aspects of any external grant funding from other entities that support this program

We understand that this program may receive support from other organizations and state agencies including:

- Massachusetts Life Sciences Center
- MassHire
- Other training providers or academic partners

We look forward to a fruitful and productive partnership training skilled entry-level talent.