**Appendix E(a) – Employer Letter of Commitment to Hire**

Remove Box and add Employer’s Logo/Letterhead

Month XX, 2025

Ms. Jessica Mayernik

Program Director, Real Jobs RI

Rhode Island Department of Labor and Training

1511 Pontiac Avenue, Bldg. 73-1

Cranston, RI 02920

**Re: Commitment to Joining the [Partnership Title]**

Dear Ms. Mayernik,

Please accept this letter of support for [Lead Applicant]’s Real Jobs RI application for the [Partnership Title].

We are eager to join this partnership as an **employer hiring partner.**

Add information about the industry, mission and size of the company (i.e., Maximus Global designs and manufactures modern packaging for local and international clients. We are headquartered in Providence, Rhode Island and currently employ more than 500 local workers.

Over the course of the next [insert timeframe], we will need to hire approximately [**#**] individuals to fill the following types of roles in Rhode Island:

* **Graphic Designers**
* **Programmers**
* **Machinists**

If approved for Real Jobs RI funding, we are committed to hiring participants trained through the partnership. Describe in detail any ways in which the company is committed to supporting the partnership, training curriculum, and participant placement process.

Upon hire at [company name], participants will be placed into full-time employment with benefits at a starting salary of at least **$20.00 per hour/$41,600 per year**.

Add information on any ways in which the company will help participants continue along an upward career path after they are initially placed (tuition assistance, apprenticeship tracks, etc.)

Sincerely,

Name

Title, Organization

Address Line 1

Address Line 2

Phone/E-mail