

[insert company letterhead]

[Insert Date]

Dear Ministry of Labour, Immigration, Training and Skills Development

Re: GROW & Apprenticeship Training and Development Program

Please accept this letter as our support to Landscape Ontario Horticultural Trades Association (LO) who is planning on delivering the GROW & Apprenticeship program for an additional 3 years (2024-2027).

These programs are designed to:

- attract, recruit and train new workers to the landscape and horticultural trade;
- upskill current workers to help them advance their careers;
- train employers and businesses to help them increase and enhance employee recruitment and retention;
- register industry employees to the apprenticeship program and support with apprentices with completion;
- support employers with the administration and processing of apprenticeship documents; and,
- connect employers and apprentices with financial incentives and grants.

Our company operates in the [insert the primary industry sectors/ services], operating in [insert geographic Chapter(s)/ areas of operation], and we currently employ [insert number of people employed – include all FT/PT/Seasonal].

On an annual basis, we anticipate that we will be hiring /re-hiring approximately [insert number] staff, including [insert number] of entry level staff.

We are very supportive of LO's workforce development and education initiatives including their existing professional development programs and the apprentice group sponsorship program.

As a supporter and partner of this new and current worker training program, our firm will commit to and partner with LO as follows: *(Please check all that apply)*

- o Promote services to job seekers and current staff
- o Advise program staff on the focus of the curriculum and services
- o Participate in the Program Advisory Committee
- o Inform the criteria used to select training candidates/participants
- o Register and participate in Landscape Ontario's Job bank and post available vacant positions
- o Provide employment opportunities for # _____ of new worker program graduates
- o Nominate and support some of my current workers to participate in some of the upskilling and training programs
- o Participate as a guest speaker
- o Register employees in the Horticultural Technician 441C Apprenticeship program
- o Participate in employer training opportunities to improve employee recruitment & retention outcomes
- o Other contribution(s) (Please specify): _____

We look forward to working with LO to deliver this program in more geographical regions across the province and to develop our future workforce and support career opportunities for local people.

Sincerely

Signature

[Contact name and position]

[Company name & Address if not included in the letterhead]

[E-mail Address]

Tel #: