

Kentucky Work Ready Communities

SAMPLE LETTER OF COMMITMENT

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for [county name]. [organization name] commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

Organization: _____
Key Contact Name: _____
Key Contact Title/Role: _____
Key Contact Phone Number: _____
Key Contact Email Address: _____
Address: _____

City: _____ County: _____

Signature _____