*(Print on Building Letterhead)*

*Date*

Mr. Tom Dobry

Executive Director

SEIU Local 1 Training Fund

120 S. Sangamon

Chicago, Illinois 60607

[dobryt@seiu1.org](mailto:dobryt@seiu1.org)

Re: *(Insert Employee’s Name)*

Certified Residential Engineer Training Program

Dear Mr. Dobry,

This letter shall serve as the endorsement and authorization of the (Insert Association’s or Building’s Name) for (Insert Employee Name) to enroll and participate in the Certified Residential Engineer Training Program, as offered by SEIU Local 1 Training Fund.

The building, as employer, agrees to the following:

* Three (3) days of paid time off will be provided for classes and training.
* Upon the successful completion of the program a one-time bonus of $500 will be provided to the employee.
* Copies of documents required for education and classes will be provided via a flash drive or paper copies. Documents shall include: floor plans, budgets, reserve studies, inventories, task descriptions, job descriptions, employee schedules, architectural plans, maintenance schedules, request for proposals.

The building understands the extensive class work and education SEIU Local 1 Training Fund will be providing to our employee and agrees to assist our employee in the successful completion of this training program.

Sincerely,

*Name*

*Title*