***(Please*** cut and paste this ***letter of support on your Company/Organization letterhead)***

***(Insert) - Date***: XXXXXX , 2019

Ms. Sally Harvey

Director of Education & Workforce Development

Landscape Ontario Horticultural Trades Association

[7856 Fifth Line](https://maps.google.com/?q=7856+Fifth+Line&entry=gmail&source=g) South

 Milton, ON, L9T 2X8

 **Re:** Visible Minority Newcomer Women Pilot Initiative – VMNW - ‘Walking in the Boots toward the Landscape/Horticultural Profession’

**Dear Ms. Harvey,**

Recently, our company was informed that The Government of Canada has committed to support pilot employment programs to increase the number of female entrants into the profession. The Government’s plan will help to address skilled trade shortages and provide employers with more skilled workers needed to sustain and grow our companies.

***(Insert) - Company/Organization name…*** is pleased to write this letter in support of Landscape Ontario Horticultural Trades Association Inc. ‘s application in partnership with the Ottawa Community Immigration Services Organization (OCISO) and Hire Immigrants Ottawa (HIO) for funding for a two-year pilot project titled: ‘VMNW – Walking in the Boots toward the Landscape/Horticultural program’.

The proposed pilot program will innovatively elevate career awareness, pathway strategies, career development and advancement opportunities that result in improved employment outcomes by developing and leveraging programs and services aimed at improving outcomes for both the VMNW and employers.

We are pleased to confirm that ***(Insert) - Company/Organization name*…** is willing to support the program and its participants so that they acquire the knowledge, skills and abilities that can lead to successful employment and ultimately to a career in the Landscape and Horticultural industry. We acknowledge that the pilot program can innovatively support win: win employment outcomes providing sustainable employment for visible minority newcomer women and also provide solutions to Landscape and Horticultural employers like ourselves who are currently turning away work due to a shortage of labour.

***(Insert short paragraph that describes:***

* ***Company/Organization overview (Identify sectors/ types of clients that you provide products and services to;***
* ***Challenges to serving current demand***
* ***Current summary of your firm’s skilled labour gap for 2019/ 2020 season***
* ***etc.***

***(Insert) - Company/Organization Name…*** supports the objectives of the Landscape Ontario Horticultural Trades Association’s proposal and is willing to commit to supporting this program in the following area(s) (Please check all that apply):

❑       Support introduction of sectors, careers and pathways in the profession to candidates/participants.

❑ Inform the project as required.

❑       Host a project, worksite or facility tour.

❑  Provide participants with the opportunity for un-paid occasional Job shadowing.

❑       Support/ participate in the mentorship program as a Mentor or provide staff who can Mentor.

❑ Participate in Employer Cross Cultural Diversity and Inclusion workshops to enhance internal best practices and company culture.

❑ Address the class as a Guest Speaker.

❑ Provide un-paid, short term on-the-job experiential learning / co-op trial for \_\_\_\_\_ (insert #) participants.

❑       Provide a paid work experience placement for \_\_\_\_\_ (insert #) ‘right fit’ participants.

❑      Consider providing employment beyond the work experience placement term for \_\_\_\_ (insert #) ‘right fit’ graduates.

❑      Other contribution(s) (please list below)

Sincerely,

***Insert Signature***

***Insert:***
Name

Company

Address

City/Province/Postal Code

Phone