

*Company Letterhead*

**Date:**

**To:** Marine

**Offer/Acceptance:**

The (company/organization name) would like to offer (Marine's name) a (*chose one*: internship, preapprenticeship/ apprenticeship, employment skills training or on-the-job training) opportunity.

**Organization Overview:**

Provide a brief summary of the current state of the company/organization and years of operations, including start date, business structure, services, number of employees, location and territory of coverage.

**Training Details:**

- Start date:
- End date:
- Working hours: example: M-F, 8:00 am to 5:00 pm
- Location: (physical location address)
- Define any out-of-pocket costs associated to the Marine
- The point of contact for this company is (contact name, title, company, address, phone, email and role of who will be overseeing and responsible for the day-to-day activities of the Marine)

**Required Statements:**

- The (company/organization) has reviewed DoDI 1322.29 and MARADMIN 350/18.
- This training opportunity is unpaid and the participating Marine will not receive wages, training stipends, or any other form of financial compensation for the time that the Marine spends participating in training opportunity.
- The (company/organization) understands that the Marine Corps may terminate the Marine's participation in the training opportunity based on mission requirements. Upon notification that their participation is terminated, a participating Marine must immediately withdraw from the program and report to their unit of assignment.

**Training Overview:**

Clearly describe the proposed activities of the training opportunity, and the tangible benefits and value to the Marine. List subject areas and training topics that will provide the knowledge, skills and abilities that gives the participant a greater than normal chance of employment in the desired occupational field. (List any certifications gained.)

**Training Outcome:**

State the employment probability at the end of the training opportunity. (Guaranteed interview, job placement, earned credentials, etc.)

Signed by Human Resource Manager/President  
Name  
Title