***Letter of Intent Between***

**[Prospective Employee Name] *and* [Prospective Employer Name]**

Career and technical education offers a path to success in the 21st-century economy while helping to address the urgent need for skilled labor in high-demand industries and enables numerous Texans to secure gainful employment and lead productive, fulfilling lives. Texas Career Signing Day promotes the success of those choosing to enter career pathways leading to in-demand careers and targeted occupations directly from high school.

**[Prospective Employee]** and **[Prospective Employer]** express their formal commitment to becoming a member of [our workforce, our program, our internship, our team] on this \_\_\_\_\_Day of \_\_\_\_\_\_ 2021.

**[Prospective Employee]:** By signing this Letter of Intent, [**Prospective Employee**] confirm my commitment to being job ready and providing top-notch customer service, problem-solving, and bringing all of my technical skills to the work place every day on behalf of my [Prospective Employer]. I also commit to completing my required training and certifications for (fill in requirements such as completing internship successfully, completing apprenticeship program, obtaining # of CTE’s, etc)

**[Prospective Employer]:** By signing this Letter of Intent [**Prospective Employer**] confirms our commitment to not only employee [**Prospective Employee**] as a [Job Title] but also to provide a safe, collaborative, supportive and productive workplace environment. Further, we will support {Employee] in completing any additional certifications and training requirements to ensure their success as a valued member of our workforce.

**[Prospective Employee]**  **[Prospective Employer]**

[DATE] [DATE]