

[Training Institution Letterhead]

[Training Advisor details]

[Address]

[Address & phone]

[Further TA details]

[Date]

To Whom It May Concern,

Apprentice of the Year 2018 Entrant – [Entrant name].

[Apprentice Name] started his apprenticeship on the [date and year started].

He is employed by [Employer's Name] from [Employer Company Name] – the majority of work carried out is in the residential sector with a small amount of light commercial, covering architectural designed homes, renovations and additions. [Apprentice Name] has completed [how much/ what %] of the National Certificate in Carpentry & looking to complete [when].

[X] is a competent, capable individual, who confidently completes tasks set by his employer. He is often working with onsite foreman [Y] & more so of late is completing work onsite without any supervision. This is testament to the amount of industry knowledge he has to go with his onsite practical ability to forward think.

I wish [X] the best of success in entering this year's Apprentice of the Year

Regards

[TA Name]

Training Advisor