[Date]

[Participant Name]  
[Participant Address]  
[Participant City, State, Zip Code]  
  
Dear [Participant Name],

Congratulations! It is with great pleasure that I offer you acceptance into the Illinois Works Pre-apprenticeship program at [Provider Name]. Based on your application and interview, I have confidence that you will be an outstanding addition to our cohort beginning this [Fall/Winter/Spring/Summer]. Prior to beginning the program, we ask that you complete the following steps:

* ***Verification Documents***

Prior to or on your first day of training, please bring in documentation that confirms your date of birth (i.e., Driver’s License/State ID, Birth Certificate) and your high school/GED completion (i.e., Diploma, Official Transcript, Certificate).

* ***Set-up an Intake Appointment.***

Now that you have been accepted to the program, there is a host of support services available to you. During your intake appointment, our team will provide you with a list of services available through our agency or partner agencies designed to bolster your success. During this meeting, we also welcome any questions you may have about the program. Call our office at [Provider Phone Number] to set-up your intake appointment as soon as possible.

***Please note that if you do not complete the items above, your acceptance to the program may be revoked at the discretion of the program.***

Please find program information below:

Program Address: [Program Address]

Program Dates & Times: [Program Dates & Times]

We cannot wait for you to join our program! Please do not hesitate to reach out to me or any member of our team.

Sincerely,

[Program Contact Signature]  
[Program Contact Typed Name]  
[Program Contact Email]  
[Program Contact Phone Number]

*This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.*