

Acceptance Letter Requirements

According to NAVMC 1700.2 4.7.a.(4), the program acceptance letter from your SkillBridge opportunity will need to include the following program details:

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| 1. <u>Length of training (start and end dates)</u> | 4. <u>Employment outcome (i.e. guaranteed interview, certifications, etc.)</u> |
| 2. <u>Location</u> | 5. <u>SkillBridge partner POC information</u> |
| 3. <u>Associated costs to the Marine</u> | |

If the acceptance letter is missing the required program details, you will be asked to provide a new letter and/or additional documentation.

Sample Letter with Required Program Details:

Date: (Date)

To: (Marine)

Offer/Acceptance:

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

Organization Overview:

(Provide a brief summary of the company/organization).

Training Details:

- **Start and end dates:** (Start and end dates of the SkillBridge opportunity)
- **Working hours:** (For example: Monday-Friday, 8am to 5pm with an hour for lunch)
- **Location:** (Physical address or specify if opportunity is remote).
- **Associated costs:** (Define any out-of-pocket costs for the Marine or if there are no associated costs for the Marine).
- **Point-of-Contact:** (Name, title, phone, email, and role of the individual overseeing the day-to-day activities of the Marine).

Employment Outcome:

(State the employment probability at the end of the opportunity such as a guaranteed interview, job placement, earned credentials, training overview, etc.).

Signature by Human Resource Manager/President
Name
Title

← **Start and end dates to show length of training.**

← **Address to show the location of the internship.**

← **Associated costs to the Marine are clearly defined.**

← **SkillBridge Partner POC with contact information.**

← **Employment outcome of the program.**