

*(Insert Date)*

*(Insert Sponsor Name/Address)*

Re: EEO Compliance Review (and Quality Assessment)

Dear:

On (date), I met with (who?), Coordinator/Director of Training, to conduct an EEO Compliance Review (and Quality Assessment) of your registered apprenticeship program. This review covered the time period from [insert date], the date of your last review, through [insert date]. As a result of that review, the U.S. Department of Labor has made the following findings:

1.

Based on these findings, we plan to make the following recommendations to the Sponsor/Committee:

1.

Please submit an action plan outlining the steps and time line your program will take to reconcile the findings within \_\_\_ (30-45) \_\_ business days. Timely submittal of your corrective action plan is very important as it will allow this office to accurately capture Good Faith Efforts on behalf of the registered apprenticeship program. If there are extenuating circumstances as to why a corrective action plan can not be submitted within this timeframe, please request one extension by letter or email.

We sincerely appreciate the cooperation and courtesies extended by you and your office to the U.S. Department of Labor while we conducted the compliance review. If you have any questions or concerns, please do not hesitate to call. I can be reached at [insert phone number].

Sincerely,

ATR/State Director

cc: ATR/SD