

SAMPLE LETTER TO APPRENTICESHIP/OJT CERTIFYING OFFICIAL

Date

Name of Firm

Firm's Address

City/State/Zip

Dear OJT/ Apprenticeship Certifying Official:

I _____, SSN: _____ have been ordered to active duty for <reason for mobilization>. A copy of my order to duty is attached. I request cancellation of my OJT/ Apprenticeship training program.

My last day of work at the firm prior to activation is _____.

Thank you for your consideration in this matter and I hope to return to work soon after I am released from Active Duty. Upon my return to work, the State Approving Agency must to be notified as to the following:

- First day back to work at the firm
- Deactivation orders
- Form DD214

This is a significant change in the status of my enrollment and must be accompanied by VA Form 22-1999b.

Should you have any questions please contact the Education Office at <telephone/email>

Sincerely,

Soldier's Name and Signature

Soldier's Address

City/State/Zip

Enclosure
Soldier's Orders

CF:

Unit
<state personnel office>
<state approving agency office>