[Month Date, 2024]

Dear Student and Parents/Guardians:

Congratulations! You are invited to apply to [Secondary School Name Here]’s Bridge to Employment (BTE) program. BTE is a partnership with Johnson & Johnson [Local Company] (a Johnson & Johnson company), [Local Postsecondary School], and [Secondary School]. Starting in [kickoff season, year], this 3-year program will serve a cohort of approximately 40 students from sophomore through senior year.

Bridge to Employment will give you many opportunities to meet with Johnson & Johnson professionals, learn about a range of careers available in the science and health care sectors, and plan for continuing education after high school graduation. Additionally, the program will help you develop skills that will be essential in any career you choose, such as teamwork, communication, and presentation skills. The program will meet both during school and after school for approximately 6-8 hours per month during the school year. Most program activities will take place at the high school, Johnson & Johnson company sites, and at [Local Postsecondary School]. A detailed annual schedule will be provided to BTE students at the beginning of each year. It is important for students to remain committed and participate in activities throughout the entire 3-year program. **More information about the program can be found on the attached flyer.**

**To learn more about the program, your child will be invited to an informational assembly taking place during the school day on March 29, 2024, at 1:50 PM (8th period).** They will be provided additional information about the program and the application procedures. Representatives from our partners will be on hand to answer questions. The application deadline is [DATE] and can be turned into the Guidance Department. If you have immediate questions please contact [Name], [title], at [email] or [phone].

You can also find out more about Johnson & Johnson’s worldwide Bridge to Employment initiative on the Bridge to Employment website: <http://www.bridge2employment.org/>.

Regards,

[Name]

[Title]