[Organizational Letterhead]

[Date]

Ms. Yezenia Ramos

Senior Manager, Employee Engagement

Global Community Impact

Johnson & Johnson

One Johnson & Johnson Plaza

New Brunswick, New Jersey

Dear Yezenia,

# On behalf of [Insert Local Operating Company], I am pleased to affirm my support for and commitment to Johnson & Johnson’s Bridge to Employment (BTE) program in [Insert specific geographic area/City].

We are excited and enthusiastic about the BTE program and how it will shape the future of our youth and the broader community. I am impressed with the broad array of community partners collaborating on this program, as well as the depth of support offered by [Insert Local Operating Company]. The proposed BTE program is well aligned with the mission of [Insert Local Operating Company], and I believethat it will be a great benefit to the young people in our community, now and for many years to come.

# We are ready to work with the BTE partners to achieve our shared objectives: support the academic success of our students and their preparation for higher education, training, and employment. As a core BTE program partner, [Insert Local Operating Company] agrees to:

*Adjust bullets, as needed. Minimum secondary school roles and responsibilities include:*

* Launch a local BTE program and submit a letter of commitment from the Executive Sponsor.
* Select a BTE Volunteer Champion and a BTE Content Champion from the local operating company (i.e., Johnson & Johnson employees) who will spearhead the local BTE initiative.
* Participate in the strategic planning process and identify Local Operating Company contact(s) who will serve on the Strategic Planning Committee.
	+ Identify Johnson & Johnson activities to support career awareness and exploration.
* Select additional team leads, as needed.
* Recruit Johnson & Johnson employees for planned activities, as needed.
* Chair the BTE Advisory Committee.
* Serve on the BTE Management Team and provide implementation/management support (i.e., BTE Volunteer Champion and BTE Content Champion).
* Implement select program activities (e.g., company tours, coaching, applied learning projects).
* Provide and participate in an average of 4-hours of activities for participants a month.
* Complete annual, online employee surveys on BTE experience.
* Track Johnson & Johnson volunteer hours.
* Attend the annual Alliance Building and Training Session (ABTS).
* Collaborate with the Site Coordinating Entity to plan and celebrate participants’ achievements in final sessions or graduation ceremony.
* Plan for future relationships with participants, schools, and Site Coordinating Entity or end the program in a positive way.
* Complete annual employee surveys on BTE experiences.
* Give feedback on experiences to FHI 360 on a continual basis.
* [Insert additional items/program activities, as outlined, in Program Model]

We look forward to launching the BTE program in [Insert specific geographic area/City]!

Sincerely,

[Signature]

[Leadership Local Operating Partner]