TO: Department of Education, Early Learning, and Culture

ATTN: Melissa Raynor

RE: Bilateral Agreement Training Grant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee) is currently employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Center’s Name) in a Casual, Part-Time, or Full-Time basis. This individual works in the infant or pre-school program in our center.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Signature