**(Date)**

Subject: Memorandum Of Understanding

Dear Detroit Training Center:

As we continue to recruit graduates and bring on additional people, **(Insert Employer Company)**  would like to partner with Detroit Training to help recruit the talent that we may need, in the CDL A Sector. In the next 3 months we would be looking to potentially hire \_\_\_ candidates for our \_\_\_\_\_\_\_\_\_\_ position. Our open positions will start off at a rate of **(Insert Pay Rate Here).**

In this partnership, we are going to contribute to Detroit Training Center’s CDL A Training Program in the following areas:

1. Review current curriculum and adjust fit to industry demands;
2. Partner in the development of additional curriculum
3. Develop and/or identify any necessary and appropriate screening tools or procedures in

some or all of the following areas:

* 1. Pre-Enrollment Interviews
  2. Pre-Screen/Mock interviews;
  3. Class Room sit-ins.

C. Allow for students to be involved in site/facility visits, as well as perform

site/facility visits at Detroit Training Center during training.

D. Allow students to be a part of Career exploration activities with Detroit Training Center in some or all of the following areas:

a. Informational sessions on industry occupations;

**(Insert Employer Company)** currently looks to recruit internally in regards to career advancement opportunities.

We look forward to working with Detroit Employment Solutions Corp., the Mayor’s Workforce Development Board in partnership with Detroit Training Center to help provide career opportunities for Detroiters.

Please contact me with any questions or concerns.

Thank you,

Signature

Title

Phone