



Dear Employer:

**Subject: Apprenticeship Wage Subsidy (AWS) Program**

The Apprenticeship Wage Subsidy program is an initiative of the Department of Immigration, Population Growth and Skills (IPGS). The program provides a subsidy to employers to help offset salary costs of hiring apprentices. In turn it provides apprentices the opportunity to gain valuable work experience in their trade and supports their progression towards journey person certification.

The AWS program provides a 75% wage subsidy towards the hourly wage rate for the apprentice, to a maximum of \$14 per hour. Apprentices across all levels of apprenticeship may be eligible as a participant.

Participating employers are required to sign a **Memorandum of Understanding** governing the work experience placement and must follow all required regulations under the apprenticeship program.

The apprentice identified below may be eligible as a participant under the AWS program and has been advised by IPGS to attach this letter to their resume with potential employers.

If you are interested in hiring this apprentice, and to determine your eligibility as an employer under AWS, please contact the nearest IPGS office.

***An apprentice hired without official written approval from IPGS is not eligible for funding under the AWS program.***

***Potential Employee***

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you require more information, contact us at: **ApprenticeshipAES@gov.nl.ca**

Sincerely,

\_\_\_\_\_  
**Immigration, Population Growth and Skills**