[Addressee Name]

[Department]

[Address Line 2]

[Address Line 3]

[Address Line 4]

[Address Line 5]

19 May 2017

Dear [Inset employer name?]

APPRENTICESHIP COMPLETION CERTIFICATE

Following the successful achievement of their apprenticeship we enclose the final apprenticeship certificate for you to pass on to your employee.

The apprenticeship certificate confirms that your employee has completed their apprenticeship and demonstrated competence against the requirements set out in the apprenticeship standard they have undertaken with you. This is recognition of the effort and commitment by the apprentice, and you as their employer, and we would like to thank you for your ongoing support to the apprenticeship programme.

**You must pass on the enclosed certificate to your employee as they will not receive a separate copy.** Allowing employers to pass on the apprenticeship certificate reflects the key role you have in supporting apprenticeships, and provides you with an opportunity to share in the success this reflects for them and your business.

If you have any queries about the apprenticeship certificates, please contact [apprenticeassessment@sfa.bis.gov.uk](mailto:apprenticeassessment@sfa.bis.gov.uk). If you want more information about apprenticeships, please go to [www.gov.uk/apprenticeships](http://www.gov.uk/apprenticeships)

Yours sincerely

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Antony Jenkins

Chair, The Institute