

YOUR ORGANIZATION LETTER HEAD

[DATE], 2016

Governor Terence R. McAuliffe
Attn: V3 Program
900 East Main Street, 6th Floor, West Wing
Richmond, VA 23219

RE: Request for Virginia Values Veterans (V3) Certification

Dear Governor McAuliffe,

[COMPANY NAME] hereby requests official certification through the Virginia Values Veterans (V3) Program. We understand the value a qualified Veteran brings to a civilian workforce and what it means to recruit Veterans actively to meet our future hiring needs. We are excited about the new opportunities the V3 Program offers, and we look forward to focusing our hiring and retention efforts to specifically hire and retain Veterans.

We believe Veterans, to include serving Guardsmen and Reservists, do and will continue to play an essential role in the building a competent and successful workforce, and many will be the future leaders of our business.

Attached is our Organizational Veteran Hiring plan in which we detail how we will recruit, hire and retain Virginia Veterans to meet our Veteran hiring objectives.

We are excited to do our part in the Commonwealth of Virginia to invest in our workforce with Veterans thereby energizing Virginia's economy and being an example of how Virginia Values Veterans.

[COMPANY NAME]'s primary point of contact for the V3 Program is [POC NAME, TITLE, EMAIL and PHONE].

Respectfully Submitted,

[EXECUTIVE SIGNATURE BLOCK]

[[A note to the applicant: You are free to modify the wording contained herein. We only ask that you do include the administrative information in paragraphs 3 and 4 for our records. We ask that *in general* for small and medium companies (1-300 employees) the president/CEO sign; for large and enterprise companies (301+ employees) that at least an executive (V-suite or C-Suite) sign the letter. The more senior the signature, the more impactful a message it is to the Commonwealth and her citizens!]]