

Creating a Workplace ELL Program

IX. Sample Cover Letter to Prospective Employer

***Put on your agency's letterhead**

Date

Name and Address of Employer

Dear Mr. or Ms. _____:

Thank you very much for taking the time to meet with [name of agency] to talk about a workplace English Language Learner's (ELL) project. We believe this project is valuable to the community, and we are very excited to begin planning it.

One of the goals of the workplace ELL project is to promote immigrant integration through workplace English language classes. Many immigrant workers arrive in the U.S. with limited knowledge of English. They want to learn English but face barriers to accessing classes such as long waiting lists, limited time outside of work to study, and transportation issues. Many immigrants seek to become active and engaged U.S. citizens. Immigrant workers need assistance to learn English, develop relevant vocational skills, and integrate into the businesses and communities where they work. Workplace ELL classes can be offered in a variety of ways. Each employer has the flexibility to offer the classes in a way that is comfortable and convenient for the individual workplace. Additionally, workplace ELL classes work best when the curriculum is designed with both employer and employee needs in mind. Therefore, the employees will have the opportunity to learn the skills immediately applicable to the day-to-day operations of the company.

Employers benefit greatly when workers improve their English skills. Businesses that sponsor workplace English classes have reported lower employee turnover, improved worker safety, enhanced communication skills, and better customer service, among other benefits.

We hope that you will consider partnering with us on this exciting new project. Enclosed you will find further information about our organization and our community's immigrant population. If you have any questions, please do not hesitate to contact me at [phone] or [e-mail].

Sincerely,

Executive Director or Board Chair