



The Uniquely Abled Academy® Replication Guide

Element 3: Marketing, Recruiting Selecting and Onboarding Trainees

Exhibit 3.4: Example Acceptance Letter

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Congratulations, NAME!

We are pleased to let you know that you have been accepted into the Uniquely Abled Academy CNC Operator Training Program at SCHOOL for DATE. We hope that this will be the beginning of an enjoyable and profitable career for you.

Classes begin DATE, from 8:00am-3:00pm at LOCATION. Please make sure the required documentation is submitted prior to your class starting. You must attend the first day in order to secure your spot in the class. Class instruction will be located in ROOM (map is attached). Park INSTRUCTIONS, and do not worry about a parking pass. We will take care of that with you in class.

If you have any questions or concerns, please e-mail: EMAIL
Or contact:

NAME

PHONE

EMAIL

As a student, you will find many free support services through our Student Services and our Instructional Services offices.

Your instructor will be NAME EMAIL

Classes will be held 8-3:00 Mondays–Thursdays and 9-12 Fridays in LOCATION. You will have breaks and a lunch time, so bring some money or your own food with you. We will treat you to lunch Monday.

The map has buildings highlighted that you may need to find.

LOCATION = classes.

LOCATION = Admissions & Records.

LOCATION = Cafeteria & Snack Bar.

LOCATION = Center for Disabled Students, Counseling & Health Center.

Welcome!

Sincerely,

The Uniquely Abled Project Team / Uniquely Abled Academy