

Date _____

[INSERT TRAINEE'S ADDRESS]

Dear _____ [INSERT TRAINEE'S NAME],

In accordance with Alberta Agriculture & Rural Development's Green Certificate Program policies, you are being provided with written warning for your failure to participate in a scheduled test day.

Policy 2.06 (Failure to Test) states that:

- Trainees may schedule testing for any available testing day within their allotted training duration but are expected to test as soon as possible, following your registration.
- Trainees who fail to attend a scheduled test, without appropriate contact with their Regional Coordinator, will receive a written warning from the Regional Coordinator.

Please consider this letter as your written warning. If you fail to attend a second scheduled training date, without appropriate contact with me, you will be removed from the Program immediately.

In order to remain part of the Green Certificate Program you must contact me, either by telephone or email, to schedule and attend the next available testing session. Failure to do so will result in your immediate removal from the program

Please contact me no later than _____ [INSERT THE DAY (before the next available test dates)] with your intentions.

Sincerely,

[INSERT REGIONAL COORDINATOR'S SIGNATURE]

[INSERT REGIONAL COORDINATOR NAME, CONTACT INFORMATION]