

August 24, 2016

[INSERT TRAINEE'S ADDRESS]

Dear [INSERT TRAINEE'S FIRST NAME],

In accordance with Alberta Agriculture & Rural Development's Green Certificate Program policies, you are being notified of your impending removal from the Green Certificate Program.

Green Certificate Removal Policy 3.02, states that reasons for removal are:

- Failure to complete a test within 12 months of registered start date as noted on the registration form.
- Failure to complete testing within the allotted training duration, as noted on the registration form. Extensions may be granted.
- Failure to participate in testing periods before the end of the allotted training duration without consultation with the Regional Coordinator.

As you have failed to [INSERT REASON FOR POTENTIAL REMOVAL] please consider this letter your written warning.

You have three weeks from the date of this letter to confer with your school coordinator and together contact me, via faxed letter or email, to clear up this issue (schedule a test). Failure to resolve this issue will result in your removal from the Green Certificate Program. If you are removed, you will not be eligible to re-enroll for a minimum of one year.

Sincerely,

[INSERT REGIONAL COORDINATOR'S SIGNATURE]

[INSERT REGIONAL COORDINATOR NAME, CONTACT INFORMATION]

CC: [INSERT SCHOOL COORDINATORS NAME]