**TO BE SUBMITTED ON COMPANY LETTERHEAD**

*Please see next page for business sizes and hiring conditions*

Month dd, yyyy

**Operation Palmetto Employment**

RE: Certified PME Application

ATTN: J1.1 Employment Services

1 National Guard Road, Stop #34

Columbia, SC 29201

**RE: Request to Apply for Palmetto Military Employer Certification**

Dear PME Credentialing Committee,

Company name hereby requests to apply for certification as a Palmetto Military Employer (PME) with Operation Palmetto Employment (OPE). We believe that members of South Carolina’s military community will play an essential role in the recapitalization of our workforce, and are therefore willing to learn how best to utilize the talent, core values and soft skills that qualified military applicants provide.

We are a/an size of business with type of condition hiring requirements. Our current workforce stands at approximately # FT and # PT employees, which includes # members of South Carolina’s military community (veterans, active duty service members or reservists). Over the next year we expect to hire # new employees, with a minimum of # % military among those new hires. We also pledge to do everything within our power to retain those military employees for at least one year.

We understand that this is an application process; not every business that applies will automatically be deemed a good fit. If accepted, we further understand that certification as a Palmetto Military Employer is conditional on an annual basis based upon our commitment and ability to not only hire and retain military, but also to attend periodic PME training(s) and the annual OPE Summit in February. As part of the credentialing process, we also agree to sign a Statement of Support from SC Employer Support of the Guard and Reserve (ESGR).

Thank you for your time and consideration. We look forward to hearing from you soon.

Respectfully Submitted,

//s//

Name, Title

Company

Address

City, St, Zip

Phone

Email



**Certified PME Business Sizes and Hiring Conditions**

**SMALL**

1. Single site
2. Under 50 employees
3. Hires less than 10 people annually
4. **Hiring condition:** as-needed basis

**MEDIUM**

1. Single site
2. Between 51-300 employees
3. Hires 10-50 people annually, including temporary positions
4. **Hiring condition:** episodically as needed

**LARGE**

1. Single site
2. Between 301-1000 employees
3. Hires 51-200 people annually, including temporary positions
4. **Hiring condition:** consistent, predictable Annual Hiring and Monthly Retention Forecast

**ENTERPRISE**

1. Single or multiple sites
2. Over 1000 employees
3. Hires more than 500 people annually, including temporary positions
4. **Hiring condition:** consistent, predictable Annual Hiring and Monthly Retention Forecast

**Questions?** OperationPalmettoEmployment@gmail.com or (803) 299-1639