



## APPENDIX D

# Outreach Templates (Email + Call Script)

### Email template 1 (initial outreach)

*Subject: Talent pipeline and staffing support – [Organization] and [Employer]*

---

[Greeting],

[Organization] supports employers in building reliable talent pipelines for [role/department]. Workforce partners have observed sustained demand for [role] in [region], and coordinated recruitment and post-hire support options can reduce time-to-fill and improve retention.

A brief discovery call can clarify priority roles, timelines, and partnership options such as hiring pipelines, paid work experiences, internships, OJT, or transitional jobs.

Two 20-minute call options: [Option 1] or [Option 2].

With appreciation,

[Name]

[Title] | [Organization]

[Phone] | [Email]

Call script (purpose + ask)

- Purpose: confirm best contact and schedule a 20–30-minute discovery call.
- Key sentence: “A short conversation can clarify priority roles and identify a pilot option that supports staffing stability and retention.”
- Close: propose two times and confirm attendees (HR + site supervisor when possible).