

Office
St. address, city, state, zip
999.999.9999 *phone* * 999.999.9999 *fax*
www.wrksolutions.com

Date



Title Fname Lname
Any Street
City, State Zip

Dear Title Lname:

We haven't seen you recently at Workforce Solutions. Our records show that you are currently not looking for work or participating with us as you agreed to do in your Family Employment Plan.

Unfortunately, because you have not been working with us, we will stop any financial aid—including payments for child care expenses—that we are currently providing to you.

Please come see us or call me by Month Day Year at the location and telephone number listed below. If there is a reason you were unable to meet the requirements of your Family Employment Plan, you must come see or call me to explain.

We will help you look for and find a job. When you've gone to work, we will help you keep working. We urge you to come in and see us now. This is the only notice we will send to you about your participation with us.

Sincerely,

Staff Name, Title
Career Office Name, Address
xxx-xxx.xxxx ext. _____ (same as above)
staff email@wrksolutions.com