

Office  
St. address, city, state, zip  
999.999.9999 phone \* 999.999.9999 fax  
www.theworksource.org

Date

Title Fname Lname  
Any Street  
City, State Zip



Dear Title Lname:

Congratulations on your new job!

**You can continue to receive your TANF benefits for a period of time and other financial aid from Workforce Solutions if you continue reporting your hours of work to us.**

**Call me at xxx.xxx.xxxx ext.xxx to discuss your options for reporting work hours to us.**

If you do not report your work hours to Workforce Solutions, you will lose at least one month of TANF benefits and possibly more. You will also lose any financial aid from Workforce Solutions such as child care and other work related expenses.

We hope you are happy in your work. If we can help you in any way to keep your job or get a better job, please let me know when you call. I'm looking forward to hearing from you!

Sincerely,

Name  
Position