

FOLLOW-UP LETTER

(Date)

(Participant Name)

(Address)

(City, State, Zip)

Dear *(Participant Name)*,

I have attempted to reach you to discuss your participation in the Workforce Training Program through the South Dakota Department of Labor and Regulation (DLR). I have not heard from you recently and am wondering if you would still like to benefit from the following services:

- Job Search Assistance
- Resume Development
- Assistance with Applications
- Interview Preparation
- Career Exploration
- Skill Development
- Paid Work Experience*
- On-the-Job Training*
- Tuition Assistance*
- Support Services*

In order for you to access services specific to the Workforce Training Program (those marked with a *), a DLR staff member must make frequent contact regarding your employment goals.

You worked so hard to complete the Workforce Training Program enrollment requirements and I would hate for you to miss out on some great services and opportunities. Contact me if you would like to continue to participate in the Workforce Training Program by *(DATE)* so we can schedule an appointment to make strides towards your employment goals.

DLR Employment Services (those listed above not marked with a *) are always available for your job search. If you have found a job you are happy with, please stop in the local office, call or email to share the news!

For your convenience, a form and return envelope has been included to update your information and return to the nearest DLR Local Office. For additional services, please call the number below.

Sincerely,

(WIOA Staff)

(Contact Information)