*(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)*