*(Date)*

*(Participant Name)*

*(Address)*

*(City, State, Zip)*

Dear *(Participant Name)*,

I have not heard from you recently about your participation in the Workforce Training Program through the South Dakota Department of Labor and Regulation (DLR). Would you 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\*

*\*Requires eligibility*

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 toward your employment goals. If you have found a job you are happy with, please stop in the Job Service Office, call or email to share the news!

For your convenience, I’ve included a form and return envelope to update your information. Please return to the nearest DLR Job Service Office. For additional services, please call the number below.

Sincerely,

*(WIOA Staff)*

*(Contact Information)*