[Date]

Dear

A condition of the Re-employment Services program requires acceptance of any directed referrals by DLR staff. Direct job referrals match skills to current job in the SDWORKS system. When a match is found, you will be required to apply directly with employer’s normal method of contact during the designated week.

You must apply with the following companies the week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. { Employer Name } {Job Order Number} {How to Apply}
2. { Employer Name } {Job Order Number} {How to Apply}
3. { Employer Name } {Job Order Number} {How to Apply}
4. { Employer Name } {Job Order Number} {How to Apply}
5. { Employer Name } {Job Order Number} {How to Apply}

DLR staff will follow up with these employers to ensure an application has been received. Refusing a directed referral may result in disqualification of your unemployment benefits.

We are committed to helping you find employment in South Dakota and look forward to assisting you with your employment needs.

*DLR STAFF*

* *Provide to the participant*
* *Email to* *DLRRAREA@state.sd.us*
* *Upload to SDWORKS*