Add Letterhead

Date

Dear Workforce Participant,

Re: Fresno Regional Workforce Development Board Change of Service Provider

Our records indicate that you are currently receiving services from Workforce Connection with [Name of Referring POS]. The Fresno Regional Workforce Development Board has contracted with new Workforce Connection Customer Service providers. You will now be receiving services from [name of receiving POS].

[Name of Receiving POS] will be responsible for continuing to provide you employment and training assistance services effective July 1, 2021.

We appreciate your participation in our programs and will do everything possible to minimize any impact to you. We have provided your new service provider with the necessary information to transfer your services to the new provider.

Your new provider is identified below:

[name]

[address]

[city, zip]

[phone]

We are committed to continuing services, and [name of receiving pos] will be contacting you to schedule a time for you to meet with your new Employment Readiness Specialist.

Thank you for your cooperation during this transition.

Regards,