[INSERT DATE]

[Insert Name]

Application Number: [insert State ID#]

RE: Exit Letter

Dear [Insert name]:

Thank you for participating in the Workforce Connection (WC) Career Service Program. We value your participation in our program that assisted you finding a rewarding career.

As part of Workforce Innovation and Opportunity Act (WIOA) funded Career services you will be provided follow-up services as of [Insert Date] for 12-month post-closure period.

Follow-up services support employment retention, career advancement, and is a key priority to ensure your success. Follow-up is more than just collecting employment verification; it is an ongoing triage to determine additional support and services that may be needed for you to retain employment. As of [Insert Date], you will be contacted quarterly by WC staff to ensure you receive additional services for you to remain in school or retain employment and advancing in their careers. We strongly encourage you to contact us proactively if you lose your job or experience issues that impact your ability to remain employed or remain in school.

My office hours are Monday – Friday [insert office hours] and voice mail and email are both available 24 hours a day.

Regards,

Name of Staff

[Insert Staff Job Title]

(direct telephone number)

(email address)