Date

Customer name

Street address

City, State Zip

Dear: Jane Doe

**You must schedule and attend an appointment at WorkSource by [date].**

At the appointment, we will discuss services and resources that can help you return to work more quickly. You must schedule and attend! If you don’t, you might have to repay some or all of the unemployment benefits you received. **WorkSource does NOT provide childcare. Please make arrangements for this appointment.**

**Spanish:** Usted debe asistir a esta cita. Si prefiere una sesión en español, por favor llame ###-###-####.

**How to schedule your appointment**

* Visit [URL Name], or
* If you can’t schedule an appointment online, call XXX-XXX-XXXX before the deadline. You can reach us 9 a.m. to 5 p.m. Monday – Friday.

**What to bring to your appointment**

* Copies of your two most recent weeks of completed job search logs.
* A copy of your resume, if you have one.

**If you returned to work part time:** You still need to schedule the appointment.

**If you returned to work full time**

You don’t need to schedule the appointment, but before the deadline, **you must** call XXX-XXX-XXXX or email [email@esd.wa.gov] and give us:

* Your employer’s name and contact information.
* The date you started work.

**If you wish to reschedule your appointment for a later date**

* Visit [URL Name]

**To request interpreter services or special accommodations**

Please call or email WorkSource [Name] at xxx-xxx-xxxx or email ####@esd.wa.gov at least **48 hours before** your appointment.

**If you miss your appointment, or fail to schedule or reschedule**

The Employment Security Department will send you a questionnaire to complete and explain why. We’ll decide if you had a good reason for missing the appointment, or for failing to schedule or reschedule it. We also will verify if you are available for work and if you have been looking for work as required. If we find you didn’t have a good reason, you might have to repay some or all of the unemployment benefits you received.