

{DATE}

{CUSTOMER NAME}  
{STREET ADDRESS}  
{CITY, STATE, ZIP}

Dear: {CUSTOMER NAME}

{Claimant ID #}

**You must attend an appointment with a career coach at WorkSource no later than {Month Day, Year}.**

Time slots fill up quickly, so don't wait! You must schedule the appointment. If you don't, we may deny your unemployment benefits and you may have to repay some or all of the benefits you received. The appointment takes about an hour.

**Spanish: Usted debe asistir a esta cita. Si prefiere una sesión en español, por favor llame 253-804-1177.**

**WorkSource works!** Research shows that people who use WorkSource get back to work sooner and earn higher wages than people who don't. At your appointment, we will help you with your resume, retraining information, job referrals, and more. Watch a video about WorkSource at [esd.wa.gov/RESEA-help](http://esd.wa.gov/RESEA-help). See you soon!

### What you need to do

1. **Schedule your appointment.** For help, go to [esd.wa.gov/RESEA-help](http://esd.wa.gov/RESEA-help)
  - o Visit [scheduler.esd.wa.gov](http://scheduler.esd.wa.gov). If you can't schedule an appointment online, call {OFFICE PHONE #} before the deadline. You can reach us 9 a.m. to 5 p.m. Monday – Friday.
  - o If you need an interpreter or special help, call or email {OFFICE NAME} at {OFFICE PHONE #} or {OFFICE EMAIL ADDRESS}. Do this **before** you schedule an appointment.
  - o If you have returned to work part time: You still need to schedule and attend the appointment.
  - o If you have returned to work full time: You don't need to schedule the appointment, but before the deadline you **must** call {OFFICE PHONE #} or email {OFFICE EMAIL ADDRESS}. Give us: your employer's name, address, phone number, and the date you started work.

**More on the back**

## 2. **Prepare for your appointment**

- Bring your two most recent weeks of completed job search logs. Arrange for childcare. The meeting takes about an hour.
- To make the best use of time with your career coach, bring your resume, if you have one. Also create an account at WorkSourceWA.com. For help, select **JOB SEEKER**
- We might send you appointment notifications by email, phone, or SMS text message. You can opt out of receiving SMS text messages at any time. To review our SMS text message Terms of Service, go to [esd.wa.gov/resea-help](http://esd.wa.gov/resea-help). To view our privacy policy, go to [esd.wa.gov/newsroom/ESD-privacy-statement](http://esd.wa.gov/newsroom/ESD-privacy-statement).

## 3. **Attend your appointment!**

If you do not attend, the Employment Security Department will send you a questionnaire via eServices or mail to ask why. We'll decide if you had a good reason and if you have been looking for work as required. If we find you did not have a good reason, you may have to repay some or all of the unemployment benefits you received.

## 4. **Avoid rescheduling, if possible**

If you must reschedule, you are still required to attend the appointment no later than May 4, 2020. We cannot extend your deadline. If you reschedule, you will get the same questionnaire mentioned in #3. To find more information about rescheduling, go to [esd.wa.gov/RESEA-help](http://esd.wa.gov/RESEA-help).

**We look forward to seeing you at your appointment. Our employment specialists are here to help you!**