

Local office letterhead

Dear _____:

I'm pleased to learn that you are still working at _____ and that your job is going well. According to our records, you have been employed there since _____. You are earning _____ an hour and working _____ hours a week.

I have tried to contact you numerous times in recent weeks to discuss closure of your case, but I have not been able to talk with you. Please complete the enclosed form and return it to me. If I do not hear from you by _____ (DATE in 10 days), I will assume that your employment continues to go well. I will also conclude that you are satisfied with your job and that you do not need additional services. Once _____ (DATE) has passed, I will send you a letter to officially close your case.

If you have any questions, please contact me at _____. Thank you, and best of luck to you in all your future endeavors.

Sincerely,

Counselor's Name

Enclosure: Status 26 Client Report Form

cc: RS Regional Program Administrator