

Dear **California** Employer:

As an employer, you know the importance of accurate information about the labor market in **California**. Occupational employment and wage information is used by employers engaged in hiring and training their workforces and to help set comparable wages. Educators and government agencies also use this information to design education and training programs to provide you with the skilled workers you need.

We need your help to develop these occupation and wage data for your community and **California**. Your company was selected to represent many businesses. Your participation is critical, since businesses like yours are our only source of information. There are several ways of reporting the information, including using the enclosed survey form, reporting by telephone, or by email. In order to ensure the timeliness of the data, we would greatly appreciate it if you would complete the survey and return it within two weeks.

The Occupational Employment Statistics survey is conducted jointly by the U.S. Bureau of Labor Statistics and the **Labor Market Information section of the California Employment Development Department**. The information you provide will be used for statistical purposes only. We invite you to visit our website at **www.xxx.xxx** to view the results of survey data on hundreds of occupations in your community and state.

If you have questions or if we can help you complete the survey, **please contact {name}** at **xxx@xxx.xxx** or call us at **(xxx)xxx-xxxx**.

Thank you for completing this important survey.

Sincerely,

Name
LMI Director