



Dear \_\_\_\_\_ :

The Bureau of Labor Statistics (BLS) has selected your firm to participate in the Job Openings and Labor Turnover Survey (JOLTS) – a monthly indicator of labor demand. Your participation in the program is highly valued and will help BLS provide businesses and the American public with information critical in planning for future growth and success.

Recently, you indicated that you would not be able to participate in the survey. We would like you to reconsider, keeping in mind that the Bureau of Labor Statistics will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. The published information will provide total industry-based numbers that would in no way identify individual firms' employment information.

The survey is very short and should take only about 10 minutes each month. The job openings and labor turnover data we ask you to provide is typically available from personnel records and includes the number of employees on your payroll, job openings, hires, quits, layoffs and discharges, and other separations.

Should you need additional information, please visit the BLS Internet homepage at [HTTP://WWW.BLS.GOV](http://www.bls.gov). This page contains resources to help you obtain and use BLS data to benefit your company. If you prefer, you may call 1-800-341-4620 and ask for \_\_\_\_\_.

A BLS representative will contact you shortly. Please feel free to ask any questions or voice any concern that you may have about reporting your data. We know your time is valuable, and we appreciate your providing this important economic information.

Best regards,

A handwritten signature in cursive script that reads "Paul R. Calhoun Jr." followed by a small flourish.

Paul R. Calhoun Jr.  
Data Collection Center Manager  
Bureau of Labor Statistics