



January 16, 2021

Attn: Payroll Manager  
Con\_Firm  
Con\_Address  
Con\_City Con\_State Con\_Zipcode

Dear Payroll Manager:

This letter serves as your notice that the establishment(s) identified below was not reselected to be in our sample, and you may cease reporting for this specific report immediately. If you report data for other locations that are not identified below, please continue to provide that data.

The Bureau of Labor Statistics routinely updates the CES sample allowing us to accurately reflect changes in the Nation's economy and to reduce reporting burden for individual firms. We appreciate your participation and hope you will participate again if we contact you in the future.

Report Number: reptnum  
Primary Name: primname

If you have any questions, please call 1-dccphone.

Sincerely yours,

signature

dcccntct  
Data Collection Center Manager