



January 15, 2021

Attn: Payroll Manager

Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

Crucial to the success of virtually any business venture is perseverance. It is for this reason that I am reluctant to discontinue our efforts to try to contact you regarding your firm's participation in a Bureau of Labor Statistics-sponsored program that is of profound importance in evaluating the nation's economy. I want to assure you that our request for your participation is not taken lightly but reflects the careful balancing of reporting burden and statistical reliability. Accordingly, your participation is extremely important since it not only represents your firm but is weighted to represent similar companies.

The data that you provide will form the basis for the development and publication of monthly job opening and labor turnover estimates that are eagerly awaited by Federal, State, and local governments, academia, the media, and many other private users.

It is our goal to keep your time and effort to a minimum. A representative from our office will contact you to arrange a convenient time and day to collect your information over the telephone, or you may contact us at your convenience at 1-800-341-4620 and ask for . Thank you in advance for your assistance in helping maintain the integrity of the Job Openings and Labor Turnover Survey.

Best regards,

Michelle Kilgore
Data Collection Center Manager
Bureau of Labor Statistics