



January 15, 2021

Attn: Payroll Manager

Con\_Firm  
Con\_Address  
Con\_City, Con\_State Con\_Zipcode

Dear Payroll Manager:

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 employers' need for workers. Your voluntary 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.

BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. 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 monthly 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
- The number of job openings
- The number of hires
- The number of quits
- The number of layoffs and discharges
- The number of other separations

Should you need additional information, please visit the BLS Internet homepage at [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,

Michelle Kilgore  
Data Collection Center Manager  
Bureau of Labor Statistics