



January 15, 2021

Attn: Payroll Manager

Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

The Bureau of Labor Statistics would like to take this opportunity to thank you for your continued support of the Job Openings and Labor Turnover Survey (JOLTS).

In this time of busy schedules and increasing workloads, we are extremely grateful that each month you take the time to provide us with data used to gauge U.S. labor demand and turnover.

Please feel free to contact BLS with any questions you may have about the survey, and once again, thank you for your participation.

Best regards,

Michelle Kilgore
Data Collection Center Manager
Bureau of Labor Statistics