



January 13, 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

dccntct

Data Collection Center Manager