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February 5, 2025

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