

***[Office Address/Telephone details]***

***[Addressee name]***

Date:  
Reference:

Dear

At our last meeting, I told you that we had reached the point where you have to take part in the following opportunity: ***[detail]***. I have arranged for you to start with ***[name of opportunity provider]***.

You should report to:

***[name and contact details]***

on ***[date and time]***.

The expected end date for this opportunity is ***[date]***.

Please contact ***[name]*** on ***[telephone number]*** if:

- you need to confirm or make further arrangements for your first meeting, or
- you don't know how to get there.

If you cannot attend for any reason, or if you stop claiming Jobseekers Allowance, please contact this Jobcentre immediately.

Once you have started this provision, please contact the provider immediately if you will not be able to come in for any reason.

**Please note that if, without good reason, you fail to start, fail to go when expected or stop going to the provision mentioned above (as in Section 19(5)(b) of the Jobseekers Act 1995), any future payments of Jobseeker's Allowance could cease to be payable or could be payable at a lower rate. You could also lose entitlement to credit of National Insurance contributions.**

While on your opportunity I will keep in touch to:

- see how things are going, and;
- to provide any help or support you need.

Towards the end of your opportunity we may discuss what your next steps should be and I will provide whatever help I can.

If, meanwhile, you want advice or help, just tell me.

I really hope your opportunity works out well and that you find it worthwhile. Please contact me if there is anything else you want to discuss.

Yours Sincerely

PERSONAL ADVISER

If you require any further information or assistance regarding Jobcentre Plus services please do not hesitate to call.

**Wishing you success in your application. If you would like details of other jobs please ring Jobseeker Direct on 0845 6060 234. If you prefer to speak Welsh, the Jobseeker Direct Welsh Language service is 0845 6067 890. The number for deaf or hearing impaired people who have access to a textphone is 0845 6055 255, or 0845 6044 022 for the Welsh Language textphone service. Calls to Jobseeker Direct are charged at local rates.**