

[Office Address/Telephone details]

[Addressee name]

Date:
Reference:

Dear

You have been referred to the following Opportunity: ***[detail]***

You should report to:

[name and contact details]

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

If you cannot attend for any reason, please contact this Jobcentre immediately.

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

Yours Sincerely

PERSONAL ADVISER

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

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.