



NINO:

Date:

Dear

HELPING YOU BACK TO WORK

I am writing to ask you to attend a group information session about jobs, training and other opportunities that are available to help you back into work. Information will also be available about the benefits you may get when you find work. This group information session will be attended by other jobseekers. The session will last up to an hour.

On:

At:

With:

Place:

If you are due to sign on this day, you only have to come at the time above.

Can I get help to attend the group information session?

To help you get to the group information session, we may be able to provide help with:

- the cost of registered childcare if you have children but have no-one to look after them (payment will be made direct to the childcare provider)
- refunding travel costs if your interview is not on the day or at the place you sign on (you will need to bring proof of these to the interview e.g. travel tickets).

You need to contact us before the group information session to arrange any of these.

What if I am unable to attend the group information session?

If you are unable to attend for any reason, please contact us on **0845 604 3719** [textphone 0845 608 8551]. You may be asked to attend a one to one interview with your adviser.

Yours sincerely

On behalf of manager