

EMPLOYMENT REPORTING FOR UI

URGENT: IMMEDIATE RESPONSE REQUIRED

RE: Unemployment Benefits/Employment Status

This letter is in regards to your **Unemployment Benefits and your return to work status**. **If you have become employed, it is IMPORTANT THAT YOU** provide the information listed below and fax, mail, or return to Workforce Solutions Center to the attention of _____. Please provide the information requested in order to update your employment and close your file.

To accommodate your work schedule and for your convenience, you may provide **this information by e-mail, fax or regular mail to the address, e-mail, or fax listed below.**

Fax: _____ Attn: _____
E-mail: _____
Mail: _____

If you have any questions regarding this letter or your job search feel free to contact **RESEA Staff at 1-877-834-5627** or via chat at www.setworks.org

Name: _____

Phone: _____ SSN: _____

*Note: Please list telephone number associated with your WIT profile **and** only the last 4 digits of SSN.*

Employer Name: _____

Hire Date: _____ Wage per Hour: _____

Job Title: _____

Equal Opportunity Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities

Relay Texas @ 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice)
Funds for these programs are provided by Workforce Solutions Southeast Texas Board, Administrator of Workforce Development Programs for Hardin, Jefferson and Orange Counties.