

Letter to Unsubsidized Employers for First Survey

Instructions:

1. Use original sub-grantee letterhead, not a copy of the letterhead.
2. Customize business address and salutation to the employer contact person
3. Letter should be signed in blue ink by the sub-grantee staff person who made the placement and will be conducting the 30-day follow-up.
4. Insert letter in mailing envelope with survey instrument and stamped reply envelope (do not use a postage meter for the stamp).
5. Put employer contact person's name and address on the mailing envelope. Put sub-grantee return address on upper left hand corner of mailing envelope.
6. Deliver envelope at time of 30-day follow-up; survey must be delivered within 100 days of date of placement.

[Date]

Dear _____ :

During the last few months, your company has participated in the Senior Community Service Employment Program (SCSEP), also known as Title V or the Older Worker Program, sponsored by the _____ [name of grantee] and administered locally by _____ [name of sub-grantee]. Your company played a very important role: It hired _____ [name of participant from *Pending Employer Survey* management report] from our program. As a result, we are asking you to complete a short survey evaluating how well our agency helped to match this older worker with your needs as an employer. The survey is attached.

I would greatly appreciate it if you would take a few minutes to fill out the survey and return it in the post-paid envelope provided. Your response will go to The Charter Oak Group, LLC, the company conducting the survey for the Department of Labor. The answers you provide will be kept in strict confidence. Your answers will be combined with those of other employers that complete the survey. Only the combined results of the surveys will be provided to the Department of Labor or anyone else.

Please be as honest and direct as you can in your answers. The survey will help us learn which services were most helpful to your company and will give us important feedback that we can use to improve our program.

Thank you for your assistance.

Sincerely yours,