Employment Development Department
State of California

This notice was mailed to the address below on or before:

SSN:

APPOINTMENT NOTICE

You have been selected to attend an Initial Assistance Workshop (IAW) which will provide you with reemployment information such as job search assistance, training or retraining, and other tools that will help you to obtain future employment as quickly as possible. Our records show that you have permanently separated from your job and may benefit from reemployment services. These services can help you plan your job search and shorten the time you remain out of work.

During the IAW, we will discuss the following topics:

- Job prospects in your labor market
- Veterans services
- Referral to employers
- Job search assistance programs
- Training benefits and opportunities
- Other community resources

State law requires that the Employment Development Department verify an individual's legal status or authorization to work prior to providing employment services. **ALL INDIVIDUALS WILL BE REQUIRED TO SHOW DOCUMENTS VERIFYING THEIR EMPLOYMENT ELIGIBILITY BEFORE ATTENDING THE WORKSHOP.** Refer to the enclosed brochure, *Attention All Job Seekers*, DE 8401, for a list of acceptable documents.

Your IAW is on:

BEGINS AT: ENDS AT:

FAILURE TO ATTEND THIS WORKSHOP MAY DELAY PAYMENT OR CAUSE LOSS OF YOUR UNEMPLOYMENT INSURANCE BENEFITS.

IF YOU:
- are now in training,
- are currently receiving job search assistance services,
- have already completed job search assistance services, AND/OR
- have a disability and need assistance to attend this workshop,

THEN: please call before the date you are scheduled to attend the workshop.

SAMPLE