



A proud partner of the **americanjobcenter** network

Re: Durational Limit – 30 Days

Dear

This letter is to inform you that you will reach your durational limit—the maximum amount of time you may be enrolled in the Wisconsin Senior Employment (WISE) Program—on \_\_\_\_\_ At that time, I will be required to exit you from the WISE Program.

#### Final Pay Period

Your final pay period will include hours worked up to and including your last day in the program. Hours worked after that date will not be permitted.

#### Reference and Follow Up

Should you need a reference, remember to list the Employ Milwaukee, Inc. as your employer and your Host Agency worksite as your supervisor. We would like to remain in contact with you for at least one year following your exit, so please keep us informed of your current phone number and email address.

#### Community Resources

I encourage you to reconnect with the Milwaukee County Aging and Disability Resource Center at (414) 289-6874 if you need assistance with benefits or short-term case management and socialization opportunities.

#### Survey

You may receive a brief survey from the U.S. Department of Labor or the State of Wisconsin. Please take a few moments to complete the survey and return it by mail. Your feedback is important and helps improve this program.

Thank you for your participation in the WISE program. I have enjoyed working with you.

Sincerely,

WISE Program Representative  
CC: Host Agency Supervisor

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

1322 North 8th Street  
Milwaukee, WI 53205  
Phone: (414) 270-1700  
Wisconsin Relay: 7-1-1  
[employmilwaukee.org](http://employmilwaukee.org)

Form Date:  
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