



A proud partner of the **americanjobcenter** network

Re: Durational Limit – 6 Month

Dear

Participants in the Wisconsin Senior Employment (WISE) program may be enrolled for up to four years. This letter is to remind you that your durational limit in the WISE program ends on

Final Pay Period

You may work hours at your WISE host agency placement site up to and including your final day in the program. WISE work hours are not permitted after that date.

Job Search

The WISE program helps seniors find meaningful employment. If you wish to continue working toward this goal, we will need to actively work together to pursue employment before your exit date, as you are required by law to leave the WISE program at that time.

Most people find jobs through networking. Making networking a top priority now can significantly increase your chances of finding a job. Please review the tips on the back of this letter to help you succeed in finding a job by networking with people you know.

Reference and Follow Up

Should you need a reference, remember to list Employ Milwaukee, Inc. as your employer and Host Agency worksite supervisor as your supervisor.

We would like to stay in contact with you for at least one year after your exit, so please make certain to keep us updated with your current phone and email address.

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 and your commitment to your worksite.

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.

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employmilwaukee.org

Form Date:
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