

From: JOLTS\_DCC  
Sent: <DATE>  
To: RESPONDENT\_EMAIL\_ADDRESS  
Subject: 999999999: DO NOT REPLY - Please submit your <MONTH YEAR> data  
via EMAIL by <MONTH DAY, YEAR>.

Dear <RESPONDENT>,

Thank you for your previously provided Job Openings and Labor Turnover  
Reports (JOLTS) Data.

This email is applicable for unit(s) - 999999999.

Please report your JOLTS data for <MONTH YEAR> via EMAIL.  
Please disregard this reminder if you have already reported your data.

If you have any questions or need a new report form, call <INTERVIEWER>  
at toll free 1-800-341-4620 extension <999> or email us at  
JOLTS\_DCC@BLS.GOV.

<< REMINDER==>> SEND YOUR DATA TO JOLTS\_DCC@BLS.GOV >>

MONTH: <MONTH YYYY>

TOTAL EMPLOYMENT:

JOB OPENINGS:

HIRES:

QUITS:

LAYOFFS:

OTHER SEPARATIONS:

TOTAL SEPARATIONS:

Thanks again.  
Michelle Kilgore  
JOLTS Data Collection Center, Manager  
1-800-341-4620  
JOLTS\_DCC@BLS.GOV

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DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

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