



Today's Date

SR#: [Click here to enter](#)
Case #: [Click here to enter](#)
MIS Case #: [Click here to enter](#)

Client Name
Address

Dear Client Name:

The ministry wants to help you get ready for work with an Employment Plan.

Your Employment Plan will:

- Identify and address challenges you may have in getting a job;
- Explain your work-related duties;
- Describe the steps you will take to find a job; and
- Refer you to other ministry services and programs.

Your Employment Plan must be [Choose an item](#) and updated regularly for you to remain eligible for assistance.

We have set up an appointment [Choose an item](#) at [Phone number or location on Date](#) at [Time](#). If this is not a good time for you, please call us at the number below and we will set up a new time. You are welcome to bring another person with you.

Fill in details of anything client needs to have or do for the appointment.

If you have any questions, please call the Ministry of Social Development and Social Innovation [Choose an item](#)

Sincerely,

[Enter Name](#)
Ministry [Choose an item](#)

HR3248 (13/12/05)
Security Classification: MEDIUM

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

Ministry of Social
Development and
Social Innovation

Office Name

Mailing Address
Enter address

Telephone: (###) ###-####
Facsimile: (###) ###-####