



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:

You did not attend the Employment Plan appointment we set up or contact us to reschedule. We have set up a new 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 to arrange a new time. You are welcome to have another person at the appointment with you.

Please note that an up-to-date Employment Plan is a requirement for ongoing eligibility for assistance. Your cheque may be delayed if you do not have an up-to-date Employment Plan.

Fill in anything client needs to have or do for the appointment. Please use plain language.

If you have any questions, please contact the Ministry of Social Development and Social Innovation Choose an item.

Sincerely,

Enter Name
Ministry Choose an item

HR2920 (13/12/03)
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: (###) ###-####