

**North Carolina Department of Commerce-Division of Workforce Solutions  
Reemployment Services and Eligibility Assessment Program**

**January 1, XXXX**

|Participant Name  
|Street Address  
|City, NC Zip Code|

Dear |Insert Name:|

You were scheduled to participate in the Reemployment Services & Eligibility Assessment (RESEA) Program on |Select Date| offered by the Division of Workforce Solutions. Unfortunately, you missed the appointment. Participation in this program is **mandatory**. Failure to attend your appointment may impact your eligibility for unemployment insurance benefits. An appointment has been rescheduled for you. **You must bring valid photographic identification (ID)**. Acceptable valid ID is a photographic ID issued at the federal, state or local government level, such as a driver's license, passport or government ID card. **Please bring your work search record and a copy of your resume with you**. The RESEA Orientation and related activities may last from one (1) to three (3) hours. Questions about this notification should be directed to the Career Center listed below.

***Your Re-scheduled Appointment:***

WHERE: |Career Center|  
|Street Address|  
|City, NC Zip Code|

WHEN: |Click here to enter a date.|

TIME: |Choose a time.|

If you have internet access, you should update your existing registration in our job search and referral system, NCWorks Online at <https://www.ncworks.gov> prior to your appointment. While online, you may access the Career Services link which provides labor market and career information based on your interests and work experience. If you use any of the tools from this link, please save online or bring the suggested list of careers or other documentation to verify completion of these online career tools when you come in for your appointment. Completing the steps above will greatly expedite your visit. If you are unable to register with NCWorks Online beforehand, staff will assist you during your visit.

If you are unable to attend the appointment, please call in advance at |(###) ###-####, ext. ###| or email at |firstname.lastname@nccommerce.com| so that we can schedule a time that is suitable. If you have returned to work, please contact us and provide the name of your employer and your start date. If you have not returned to work, we look forward to seeing you.

Regards,

|Manager's Name|  
|Center Manager's Name|