# SUBJECT: Help Your Colleagues Obtain TAA Reemployment Services

Dear << Name>>,

I am Alexa Valencia, Trade Adjustment Assistance (TAA) state coordinator with the Employment Development Department and I am writing to get your help in connecting <<Name of Employer>>’s workers affected by layoffs to reemployment services that could help them quickly find their way back to a good job. The US Department of Labor recently certified that workers in your firm were impacted by trade under TAA petition <<TAW #XX,XXX>>. These workers can immediately begin to receive helpful benefits and services **at no cost to you or the workers**. It is a tough time for these workers and the certification makes many of your colleagues eligible for paid training, help finding new jobs, and a range of financial supports as listed in the program description below (see box). **These benefits are available for a limited time.**

# I need your help in obtaining the list of workers that have been or may soon be affected by layoffs so that I may begin notifying them. Your prompt attention is critical so that I can contact eligible workers quickly. It only requires three steps:

1. **Identify** all <<describe worker group>> of <<Name of Employer>> who became, will become, or are at risk of becoming totally or partially separated from employment between <<Date of Impact>> through <<Certification expiration date>>.
2. **Fill in the** basic information on each of these individuals using the attached spreadsheet. Requested information for the TAA/RTAA and Incumbent Worker tabs includes workers’ full name, mailing address, telephone number, email address, and expected or actual last day of work. On the Leased Worker Agency Information tab please provide the Human Resources contact information for leased worker agencies covered by this certification.
3. **Email** this spreadsheet to WSBTAA@EDD.ca.gov **by <<deadline>>.**

**Remember the sooner you respond with the requested information, the sooner we can start helping your colleagues get back on their feet at this difficult time.** All information you provide is kept entirely confidential. You can respond on a rolling basis, so please send us information on as many eligible workers as you can by <<deadline>> and follow up with new additions later.

If you have any questions, please call 1-916-654-7570.

Thank you for your help.

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