

Attachment: Sample Letter For Requesting Job Listing From Employment Service

U.S. Department of Labor

Office of Federal Contract
Compliance Programs
[Name of Regional, District or Area Office]
[Street Address]
[City, State, Zip Code]



[Date]
[Name/Title]
[Agency or Organization Name]
[Street Address]
[City, State, Zip Code]

Re: Request for Job Listings

Dear (*insert name*):

The U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), scheduled the below listed company for a compliance evaluation under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212), and the implementing regulations at 41 CFR Part 60.

(*insert contractor's name and mailing address*)

As a part of the compliance evaluation, OFCCP must determine whether the company named above listed its suitable job openings with its local state employment office as required and the results of those listings. In order to determine the contractor's compliance with these mandatory job listing requirements, we are requesting that you provide this office with specific job orders placed with your office for the past two years. Please contact me at (*insert phone number*) should you have any questions or require additional information.

Thank you for your cooperation.

Sincerely,

(*insert name of compliance officer*)

Compliance Officer