



[Date]

Re: Notifying Reemployment Assistance of your Change in Employment Status

Dear [Employee Name]:

I hope this email finds you doing well. There have been questions on how to report to Reemployment Assistance that you are now working again (being paid by [Salon Name]). To do this, you will need to log into your Reemployment Assistance account (unemployment).

Typically, you need to request benefits every 2 weeks (within 7 days of your scheduled report date). You will continue to request benefits up to the week when you started working. You are eligible for unemployment beginning [Date] thru [Date].

When you request benefits for the week overlapping with your job (the date you returned to work/started being paid again – [Date]), please indicate that you have worked and earned money during the week and then you will not request benefits for that week.

If you have any additional questions, please feel free to reach out to me individually. Take care and stay well.

Warm regards,

[Salon Owner Name]