**[address line 1]**

**[address line 2]**

**[address line 3]**

**[postcode]**

**[contact number]**

**[contact email]**

**[insert date here]**

Dear **[insert learner name]**

Thank you for informing us that you are no longer able to attend your

**[insert learning aim name here]** course as you have been successful in gaining employment.

As you are aware, your course was provided through public funding and it is important that we are able to show that you have moved into employment.

Please complete the information below and return using the envelope provided.

We wish you every success for the future.

Skills and Employment Team

If you would like to leave some feedback about your course, contact us via email at [SkillsAndEmployment@cheshirewestandchester.gov.uk](mailto:SkillsAndEmployment@cheshirewestandchester.gov.uk)

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|  |  |
| --- | --- |
| **Name:** | [insert learner name here] |
| **Course:** | [insert course title here] |
| I confirm that I left the above course early and declare that I am now *(please tick):*  employed full time  employed part time, for hours per week *(please state)*  self-employed, for hours per week *(please state)*  that I have been in this employment for *(please tick):*    less than 4 weeks  more than 4 weeks  and that I am *(please tick):*    still claiming work related benefits  no longer claiming work related benefits    **Signature: Date:** | |