Sample E-mails:

Initial Contact:

Subject: **[Your Program Name]** Follow-up

Thank you for being a part of the **[Your Program Name]**. As a program that is funded through the Indiana Department of Workforce Development, we are required to follow-up with students to better understand where students are working after program completion. Please use the following (link/QR Code) to complete a short follow-up survey.

[link/code]

By completing this short survey, you will help us continue to offer education and education services for future students. If we can provide you with additional services to complete your high school equivalency diploma, career training, or provide support finding a job, please reach out to: [link or e-mail].

Thank you for your participation and support **[Your Program Name].**

Best Regards,
[Your Contact Information]

Second Contact:

Subject: **[Your Program Name]** Follow-up, Second Request

Thank you for being a part of the **[Your Program Name]**. We are hoping you will take a moment to complete a short survey about your current work. This survey provides information to ensure **[Your Program Name]** continues to receive funding for program services. Please use the following (link/QR Code) to complete the survey.

[link/code]

We are hoping we can count on you to provide information on your current work situation to help demonstrate the positive impact **[Your Program Name]** has had in your life. If we can provide you with additional services to complete your high school equivalency diploma, career training, or provide support finding a job, please reach out to: [link or e-mail].

Thank you for your participation and support of **[Your Program Name].**

Best Regards,
[Your Contact Information]