Commonwealth Stationery

[Date]

Dear [Adjuster]:

Please be advised that [Employee Name] no longer works for the Commonwealth of Pennsylvania. The employee separated from service on [date].

In order to be considered for other employment with the Commonwealth, the employee must take the necessary steps to qualify for employment. This may be accomplished by visiting the employment website, [www.employment.pa.gov](http://www.employment.pa.gov). Unless and until the employee takes these steps, we cannot consider the employee for other employment with the Commonwealth.

Sincerely,

[Name of Coordinator]

Agency Workers’ Compensation Coordinator