NOTIFICATION TO EMPLOYMENT SERVICE DELIVERY SYSTEM

[Company] is a federal contractor or subcontractor subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended ( 38 U.S.C. § 4212).

We request priority referrals of protected veterans for job openings. The following is a list of [Company] hiring locations in the state for which [Company] seeks to list available openings:

1. [Name of company’s first hiring location]

Attn: [Name of hiring official at this location]

Address of hiring location in the state

Contact information (phone, email, etc.) for hiring official at this location .

1. [Name of company’s second hiring location]

Attn: [Name of hiring official at this location]

Address of hiring location in the state

Contact information (phone, email, etc.) for hiring official at this location

(Etc.)

We are also using the following external job search organization(s) to assist us to hire individuals for available openings:

1. [Name of External Job Search Organization]

Attn: [Name of Contact Individual with the external job search organization]

Contact information (address, phone, email, etc.)

If our contact information changes, we will notify you with our next listing to your agency.

 Sincerely,

 [Company contact]