[INSERT DATE]

To The Salvation Army Employment Plus,

I, [INSERT PARTICIPANTS FULL NAME], can confirm that I have opted in to face-to-face servicing with

my Employment Services Provider, Employment Plus. I understand that face-to-face servicing is

optional and that I can withdraw from receiving face-to-face servicing by notifying us.

I also understand that Employment Plus have measures in place to ensure the Australian Public’s

safety and security, and that if I display any COVID-19 symptoms that I will alert Employment Plus

prior to my face-to-face appointment so alternative arrangements can be made.

Yours sincerely,

[INSERT PARTICIPANTS FULL NAME]

[INSERT PARTICIPANTS CONTACT PHONE NUMBER]