This update will provide you with a recap of the work that has been performed for your Company by Workforce Consultants for the dates noted. The details will provide you with a summary of all hours worked that will be billed to you at the end of the month. We will also focus on any pending tasks or projects that may have been assigned by you or recommendations that are pending approval.

If you have any questions regarding this update, please contact your primary consultant or a member of the Workforce Leadership Team.

We appreciate your partnership with Workforce Consultants.

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| --- | --- |
|  | |
| Client |  |
| Primary Workforce Consultant |  |
| Dates of Activity |  |
| Actions Completed |  |
| Total Hours to be Billed |  |
| Actions to be taken in the next 30 days |  |
| Recommendations Pending Approval from Client |  |