



# Client Activity Update

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.

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	

Copies sent to Workforce Leadership Team

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