Date: [Insert Date]

Subject: Important Guidelines Regarding Your Unemployment Insurance Benefits

Dear [Recipient Name],

This letter provides essential information and guidelines regarding your claim for Unemployment Insurance (UI) benefits. To maintain eligibility and ensure timely payments, you must adhere to the following requirements:

1. Weekly Certification

You are required to certify your eligibility every week. This must be completed via [Insert Method, e.g., Online Portal or Phone System]. Failure to certify on time may result in a loss of benefits for that period.

2. Work Search Requirements

Unless specifically exempted, you must actively seek full-time employment. You are required to:

- Conduct a minimum of [Insert Number] work search activities per week.
- Keep a detailed written log of all employer contacts, including dates, company names, and methods of contact.
- Provide this log to the department immediately upon request for auditing purposes.

3. Reporting Earnings

You must report all gross wages earned during any week you claim benefits, even if you have not yet been paid. This includes part-time work, freelance projects, and self-employment income. Failure to report earnings may be considered fraud.

4. Availability and Capability

To receive benefits, you must be physically able to work, available to accept immediate employment, and willing to accept suitable work as defined by state law.

5. Refusal of Work

If you refuse an offer of suitable employment, you must report the refusal during your next weekly certification. Refusing work without good cause may result in the disqualification of your benefits.

Please retain this document for your records. If you have any questions regarding these guidelines, please visit [Insert Website] or contact our support office at [Insert Phone Number].

Sincerely,

[Your Name/Department Name]
[Organization Name]