



WorkFirst

[date]

To: [Insert business name]

From: [Insert Counselor's Name & Title]

Subject: Statement of Tools Required

The Washington State Employment Security Department (ESD) provides tools to job seekers with a signed statement from the employer.

Please verify that the job seeker will need tools or equipment to perform the job, this is a condition of employment, and all workers in the same job are required to have these tools.

Please fill out the following information, sign and date, and return this letter to [office] _____, by [date] _____ to confirm the Statement of Tools Required.

Statement of Tools Required

Print Your Name: _____

Title: _____

Company: _____

Phone Number: _____

Signature: _____ date _____

Employee Name: _____

Employee Job Title: _____

Start Date: _____

Tools or materials required: _____

If you have any questions, please call [insert counselor's name and phone].