

Sample Preliminary Workforce Needs

Company Letterhead

Date

RE: Preliminary Statement of Workforce Needs

Project No. & Name

List categories and # of staff for each position

Example:

<u>Category:</u>	<u>Power Equipment Operators</u>
	Excavator Operators 3
	Backhoe Operators 2
	Bobcat/Skid Loader Operators 3
<u>Category:</u>	<u>Laborers</u>
	Pipe layers 8
	General labor 12
	Asphalt laborer 8
<u>Category:</u>	<u>Truck Drivers</u>
	Dump Truck Drivers 2
	Single Axle Truck Drivers 1

Sincerely,

Signature of authorized company representative