



*Workforce Ready Concepts, LLC*

To our valued Workforce Ready Concepts customers:

Like all of you, we are continuously monitoring developments in the ongoing situation regarding COVID-19 (Coronavirus). We are listening to your questions and concerns, and I wanted to take this opportunity to share our preparation and readiness steps.

All our actions are guided by the overriding principle that the health and safety of our employees, learners and customers is our number one priority. We will continue to track the situation daily and follow the guidance of local governments and health officials for the areas that are impacted.

WRK tools are all available digitally. Rest assured, currently we do not anticipate any disruption to our online services, and your learners will be able to continue to use our online portal as normal. We have suspended all in-person orientations for the time being and have deployed a Virtual Orientation program online.

Please visit [our website](#) for more information and to track our ongoing responses to this situation, including our monitoring, plans, and actions.

I appreciate your trust in us to deliver the training and services your learners depend on every day. On behalf of our entire team, I want you to know that you can continue to rely on us to do our best to continue to serve you and support the important work that you do.

Best regards,

David Buchholz  
President & CEO  
Workforce Ready Concepts