**Participant Withdrawal Form**

The above mentioned participant has failed to show for their last arranged 1:1 with the project and has been classed as disengaged.

The project has made three attempts to contact them over a six week period to re-engage them but has still received no contact. The participant has been sent a letter confirming that they will be withdrawn from the project.

The attempts to contact the participant have been recorded on their Annex I including the date of attempt and the method used.

The Annex L has been updated to include their exit date which is the last signed recorded activity that the participant has been involved in on the project.

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Participant name:** |  |
| **National Insurance number:** |  |
| **Customer reference number:** |  |
| **Withdrawal date from the project:** |  |

|  |  |
| --- | --- |
| **Project Officer declaration** | |
| Tickbox to confirm:  The participant has been told that the support they have received was funded by  the European Social Fund and The National Community Fund | |
| **Name:** | **Signature:** |
| **Job title:** |
| **Date:** |