



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Documentation of
Domiciliary Service

NOTE: Employee was not at home, so I left the letter with _____ (an adult), who said he/she lives with Employee.

Date: _____ Time: _____

Deliverer

I, _____, reside with Employee and agree to deliver to him/her the letter I received from Deliverer on _____, 20__ at _____m.

Recipient

NOTE: If Recipient will not sign for the letter, Deliverer should so state.