

# Employment Termination Form

Your Personal

Name	Unit No.	Street No.	Street
Date of birth	Town/City/Suburb	State	Post Code
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Country		
Nationality			

## SEPARATION NOTICES

STATES AND REGULATIONS REQUIRING NOTICES AT TERMINATION

Twelve states require employers to provide a separation notice to employees upon termination. This chart outlines those requirements and links to the forms employers must provide.

STATE	REQUIREMENT	FORM
<p><b>Arizona</b>  <a href="#">Ariz. Rev. Stat. § 23-772(d)</a></p>	<p>Employers must provide to employees who become unemployed a printed statement containing information about filing for unemployment benefits.</p> <p><i>The Take Care of Unemployment Business by Telephone or Internet</i> pamphlet may be printed out and provided to the employee to satisfy this requirement.</p>	<p><a href="#">Form UIB-1015A — Take Care of Unemployment Business by Telephone or Internet</a></p>
<p><b>California</b>  <a href="#">Cal. Unempl. Ins. Code § 1089</a></p>	<p>Employers must immediately notify each employee of any change in employment.</p> <p>Employers must immediately provide written notice to employees of their discharge, layoff, leave of absence, or change in employment status, along with a form DE 2320.</p> <p>No written notice is required if it is a voluntary quit, promotion or demotion, change in work assignment or location, or if work stopped due to a trade dispute.</p>	<p><a href="#">Notice to Employee as to Change in Relationship</a></p> <p><a href="#">Form DE 2320 — For Your Benefit, California's Program for the Unemployed</a></p> <p><a href="#">Form DHCS 9061 — Notice to Termination Employees, HIPP Program</a></p>
<p><b>Connecticut</b>  <a href="#">Regs. Conn. Agencies § 31-222-9</a></p> <p><a href="#">Conn. Gen. Stat. §§ 31-128a et seq.</a></p>	<p>Employers must provide the Unemployment Separation Packet/Notice to an employee at the time of separation, regardless of the reason for separation. If it is not possible to give this packet to the employee at the time of separation, the packet must be mailed to the employee's last known address.</p> <p>Employers must immediately provide an employee with a copy of any documented notice of the employee's termination of employment, including a statement explaining that the employee can submit a written statement disagreeing with anything in the termination notice. The employer must keep the employee's statement in the employee's personnel file and include it whenever the file is transmitted or disclosed to a third party.</p>	<p><a href="#">Form UC-61 — Unemployment Separation Packet/Notice</a></p>
<p><b>Georgia</b>  <a href="#">Ga. Code Ann. § 34-8-190(c)</a></p> <p><a href="#">Ga. Comp. R. &amp; Regs. r. § 300-2-7-.06</a></p>	<p>Employers are required to complete form DOL-800 for each worker separated regardless of the reason for separation.</p> <p>The Separation Notice must be completed, signed by the employer or authorized agent, dated, and delivered to the separated employee on the last day of work. If the employee is no longer available at the time employment ceases, the notice must be mailed to the employee's last known address within three days of the date of separation.</p>	<p><a href="#">Form DOL-800 — Separation Notice</a></p>

STATE	REQUIREMENT	FORM
<b>Illinois</b> <a href="#">Ill. Admin. Code tit. 56, pt. 2720.100</a>	<p>Employers must provide the What Every Worker Should Know About Unemployment Insurance form to each employee separated from employment for any reason for an expected duration of seven or more days. The form must be delivered to the employee at the time of separation or, if delivery is impracticable, it must be mailed to the employee's last known address within five days after the date of the separation.</p>	<a href="#">Form CLI111L — What Every Worker Should Know About Unemployment Insurance</a>
<b>Louisiana</b> <a href="#">La. Stat. Ann. § 23:1576</a>	<p>Employers must file a notice of separation from service for each employee who is separated for any reason, which includes the date of separation, a full explanation of the cause or causes, and all requested information about payments made to the separated employee. The notice must be completed within three days after the date of separation.</p>	<a href="#">Form 77 — Separation Notice</a> Must be filed online only.
<b>Massachusetts</b> <a href="#">Mass. Gen. Laws Ann. ch. 151A, § 62A</a>	<p>Employers must provide a copy of the How to File a Claim for Unemployment Insurance Benefits pamphlet as soon as practicable, but no more than 30 days, from the last day the employee performed compensable work. The pamphlet must be provided to each employee who is separated from work, whether permanently or temporarily.</p> <p>Delivery must be made in person or by mail to the employee's last known address.</p>	<a href="#">Form 590-A — How to File a Claim for Unemployment Insurance Benefits</a>
<b>Michigan</b> <a href="#">Mich. Admin. Code r. 421.204</a>	<p>An employer, other than an employer filing claims on behalf of employees in accordance with Mich. Admin. Code r. 421.210, must provide each employee at the time of separation from employment a copy of form UIA 1711.</p> <p>However, this requirement is satisfied if the employer previously delivered a copy of the form to the employee or has by any other method provided the employee an equivalent written statement notifying the employee that:</p> <ul style="list-style-type: none"> <li>• If the employee loses form UIA 1711 or the equivalent written notice from the employer, the employee can obtain a duplicate from a designated office in the establishment.</li> <li>• The employee should have form UIA 1711 or the equivalent written notice from the employer available for reference when filing a claim.</li> </ul> <p>The form or equivalent written notice must contain:</p> <ul style="list-style-type: none"> <li>• The employer's name and number of the employer's account with the Michigan Unemployment Insurance Agency;</li> <li>• The address of the employer to which any request for wage or separation information, or both, will be directed; and</li> <li>• Such other information as is required by the Michigan Unemployment Insurance Agency.</li> </ul>	<a href="#">Form UIA 1711 — Unemployment Compensation Notice to Employee</a>

STATE	REQUIREMENT	FORM
<b>Nevada</b> <a href="#">Nev. Rev. Stat. § 612.455(3)</a>	Employers must provide the Information for the Unemployed Worker notice to each employee who is laid off or who otherwise leaves employment.	<a href="#">Notice NUCS 4139 – Information for the Unemployed Worker</a>
<b>New Jersey</b> <a href="#">N.J. Admin. Code 12:17-3.1</a>	Employers are required to provide form BC-10 to each employee who is separated permanently, for an indefinite period, or for an expected duration of seven or more days. Employers must provide this form to each employee at the time of separation, regardless of the reason for the separation.	<a href="#">Form BC-10 – Instructions for Claiming Unemployment Benefits</a>
<b>New York</b> <a href="#">N.Y. Comp. Codes, R. &amp; Regs. 12 § 472.8</a>	<p>Employers subject to the New York State unemployment law must inform each employee of his or her right to file an application for unemployment benefits with a field office of the Department of Labor.</p> <p>Employers must complete the Record of Employment form and provide it to every employee who quits, is laid off, or is discharged. In case of temporary separation or any other interruption of continued services, the information must be provided only if the employer believes it may result in more than three days of unemployment.</p>	<a href="#">Form IA 12.3 – Record of Employment</a>
<b>Tennessee</b> <a href="#">Tenn. Comp. R. &amp; Regs. 0800-09-01-.02</a>	<p>Employers must furnish each separated employee with a separation notice within 24 hours of separation from employment. However, this notice does not have to be given to any employee who has been employed for less than a week or who will be recalled within seven days.</p> <p>The employer must use the Separation Notice supplied by the Department of Labor and Workforce Development. The employer must complete the information required on the form, unless it has arranged with the department to submit verification of the date of separation and the reason for the separation via an electronically transmitted method, a Mass Separation Notice, or a Mail-In Claim.</p>	<a href="#">Form LB-0489 – Separation Notice</a>