

State of Washington — Employment Security Department
Notice to Employer — Job Separation Statement

Important: This employee has applied for unemployment benefits. Complete and return this form and any other relevant documents. If you don't respond on time with complete information and we later determine benefits were paid in error, RCW 50.29.021(6) says you may be charged for benefits paid.

Exception: If the employee is off work or working reduced hours due to a lack of work, you do not need to return this form unless you want this employee on standby.

You must return this form by -> -> -> -> 02/25/2014 . Mailed on: 02/14/2014

BUSINESS NAME
ADDRESS

CITY STATE ZIP

Return address:

EMPLOYMENT SECURITY DEPT
PHONE: 1-(877) XXX-XXXX
FAX: (800) 301-1796
PO BOX 19019
OLYMPIA WA 98507-0019

You don't need to return this form if you agree.

Name: JANE B. DOE

SSN: 000000000

Seq #: 000

Start date: 10/10/2012

Last day worked: 02/13/2014

ES reference #: XXXXXX 00

Employee separation reason: LACK OF WORK

- Check here if this person never worked for you
Check here if the employee is working all available hours

Employer's statement:

Employee's start date: Last day physically worked: Date separated (if different):

Employee's job title or occupation:

If this employee is no longer working for you, please tell us why: Lack of work Quit Leave of absence Fired Strike/lockout

Complete this section if you want the employee on standby:

Employees who worked full time (40 hours per week) for you may request standby if they have a definite date to return to full time work within 4 weeks. Claimants on standby don't have to look for work but must accept any suitable work you offer. You may request to place your employee, with a definite return to work date, on standby up to a maximum of 8 weeks per claim year.

- I would like this person on standby This person regularly works full time Standby start date: Return to work date:

Complete this section if the employee quit:

- 1. Did the employee tell you why he or she quit? Yes No
2. What was the main reason the employee gave for quitting? Please provide specific details:

- 3. Did the employee pursue any alternatives to resolve any problems, such as requesting a transfer or leave of absence, etc.?. Yes No If yes, please explain:

- 4. Do you have any documents relating to the reason the employee quit (such as a resignation letter, request for a leave of absence, etc.)? Yes No If yes, please send copies of the documents with this form (include the employee name and SSN on the documents).

Complete this section if the employee is on a leave of absence:

- 1. When did the leave of absence begin?
2. When is it scheduled to end?
3. Are you holding the same or similar job for the employee? Yes No If yes please explain:

