
NOTICE TO EMPLOYEE OF CHANGE IN RELATIONSHIP

(Termination Notice Pursuant to Provisions of Section 1089
of the California Unemployment Insurance Code)

Name: _____ Social Security #: _____

Your employment status has changed for the reason checked below:

- Voluntary quit effective _____ / _____ / _____
- Layoff effective _____ / _____ / _____
- Leave of absence effective _____ / _____ / _____, return to work date of _____ / _____ / _____
- Discharge effective _____ / _____ / _____
- Refusal to accept available work effective _____ / _____ / _____
- Change in status from employee to independent contractor effective _____ / _____ / _____

Is employee rehireable? Yes No

Comments:

Partner Signature

Date

Has the employee turned in:

Last Timecard _____
Bldg. Keys _____
Credit Cards _____
Software/Hardware _____
Employee Handbook: _____

Last Expense Report: _____
Cell Phone/Pager _____
Laptop _____
Drawings _____
Files _____

Notice Acknowledgement

I have received a copy of the EDD Pamphlet entitled "For Your Benefit, California's Programs for the Unemployed" Pamphlet ED2320 (Not applicable if employee resigns).

I authorize RJC to deduct the cost of the following equipment from my final paycheck:

Employee Signature

Date