

## SEPARATION NOTICE COMPLIANCE

When an employee is separated from a company, there could be regulations governing the process of separation depending on the state in which the employee worked. Employers must keep track of these states that require separation notice or termination letters to avoid non-compliance issues. A termination letter or separation notice usually involves providing notification to the employee and/ or state when an employee separates. There are currently twenty-two (22) states that require employers to provide them with a formal separation notice when an employee leaves the company. These states have specific forms that need to be completed by the Employer for each separation. The notices include information that the employee needs to secure benefits, which simplifies the process.



States that require an “official” notice:

Alaska	Georgia	Massachusetts	Nevada	Rhode Island
Arizona	Illinois	Michigan	New Jersey	South Carolina
California	Iowa	Mississippi	New York	Tennessee
Colorado	Louisiana	Missouri	Pennsylvania	Texas
Connecticut	Maryland			



ValeU Group, a private company, is a full-service Unemployment Cost Control consulting firm. Our services are not administered like a “vendor” or “service company” but as a trusted “business partner”. Clients look to us for proactive consulting and planning. Clients benefit from our experience and expertise in our services.

### Highlights of the Service:

- >> ValeU Group will meet all state requirements, including the states that require a response withing 24 hours.
- >> States may issue penalties for non-response.
- >> Instant access to online reporting.
- >> Employers will have access to separation forms for each separated employee.
- >> If additional states add this requirement, updated volumes will be projected and ValeU will add those states to the scope of work.

