

## NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP

Name: \_\_\_\_\_  
Effective Date (Month/Day/Year): \_\_\_\_\_  
Today's Date (Month/Day/Year): \_\_\_\_\_

Issued pursuant to provisions of Section 1089 of the California Unemployment Insurance Code

### **EMPLOYMENT RELATIONSHIP CHANGE**

- Voluntary Resignation
- Discharge
- Layoff
- Leave of Absence with Return Date of: \_\_\_\_\_
- Retirement
- Other: \_\_\_\_\_

Remarks: \_\_\_\_\_

---

### **Notice of Acknowledgement**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date (Month/Day/Year)

\_\_\_\_\_  
Supervisor/HR (Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor's/HR's Signature

\_\_\_\_\_  
Date (Month/Day/Year)

**Distribution: Original to Employee Employment File. Copy to Employee**