Example reach out request for information

Claimant:
Reply By:

- Hire Date:
- Last Day Worked:
- Termination Date:
- Pay Rate:
- Job Title/Position:
- *Separation Payment types, amts and dates pd:
- Detailed Reason for Separation:
- **Supporting Documentation, for quit and discharge separations:

New client optional:

***Please also include any separation pay the claimant might have received. Separation pay can include but is not limited to PTO, vacation pay, sick pay, severance pay, retirement pay, wages in lieu, company pension, or bonus pay. (SEP PAY)**

****Documentation can include but is not limited to resignation notice, separation notice, statement of the final incident, witness statements, drug screen, chain of custody, warnings, policy, and signed acknowledgement to the handbook. (DRUG/ALCOHOL)**

PLEASE NOTE: If the claimant was separated due to lack of work please include recall dates if they apply. If the claimant has refused an offer of work please include the job title, hours, start date, and rate of pay of the offer that was declined and the reason the claimant gave for refusing the offer.