

## Notice to Employee as to Change in Relationship

Written notice must be given immediately to an employee of his/her discharge, layoff, leave of absence, or a change in employment status.

Employee Name \_\_\_\_\_ SSN# \_\_\_\_\_

1. You were/will be laid off/discharged on \_\_\_\_\_ 20\_\_\_\_  
(date)

2. You were/will be on leave of absence starting \_\_\_\_\_ 20\_\_\_\_  
(date)

3. On \_\_\_\_\_ employment status changed/will change as follows:  
(date)

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Employee Acknowledgment

I received a copy of this notice on \_\_\_\_\_  
(date)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Notice is Pursuant to Provisions of Section 1089 of the California  
Unemployment Insurance Code**