

# EMPLOYER LAYOFF INFORMATION



**If you are an employer that has to layoff employees, the following information would be helpful to quickly & efficiently process their unemployment insurance claim.**

**In a letter or other written communication, please specify:**

- 1) The reason for the layoff- is it lack of work, damages to the establishment, conduct?
- 2) The date the employee started with the company.
- 3) The date of layoff or termination.
- 4) The rate of pay.
- 5) If the company plans to re-hire the individual and the date if they do.
- 6) If the company plans to assist in relocating the individual.
- 7) The position of the employee in the company.