



Compliance Library

State Separation Notices

As your organization grows, so does the difficulty of maintaining employee form compliance in all states where you operate. Numerous essential tasks can become overwhelming for even well-organized HR teams as part of continually monitoring compliance requirements state-by-state.

State Separation Notices are a key compliance requirement for employers to manage and vary state-by-state. When there is a change in the employment status for an employee, there may be regulations governing the separation process depending on the state. A termination letter or separation notice usually provides a notification of rights to file for unemployment benefits to the employee and in some cases, basic separation information to the state agency if the employee files an unemployment claim.

Many states have specific separation notices that employers must provide upon termination. Employers should know the statutory separation notice requirements by state, how to access them and when to deliver them. It can be overwhelming for an employer to keep track of each state's required separation notices or termination letters to avoid non-compliance issues.



Experian Employer Services gives peace of mind to employers by providing access to and automating the generation of State Separation Notices via our Compliance Library solution.

How It Works

- Administrator initiates process by logging into portal (via paperlessemmployee.com)
- Administrator marks the selected employee as terminated
- The appropriate State Separation Notice is identified and accessed leveraging proactive monitoring
- The notice is presented to the administrator for downloading and distribution to the employee

What a Separation Notice Includes

State separation notices vary by state; some may require employers to provide certain information while others do not. However, most state separation notices include the following information:

- Business name
- Reason of termination
- Employer's state unemployment account number and mailing address
- Company property, such as laptops or cell phones
- Employee name
- Last paycheck details
- Date of letter
- Benefits, severance or compensation package information
- Date of termination

Separation notices typically only require a basic statement related to the reason for separation. If the claimant files a claim for unemployment benefits, the employer is asked to provide details at that time.