



**Voluntary Quit – OTHER**

Please answer all questions below. Any questions left unanswered WILL NOT be considered when determining the claimant’s eligibility for Unemployment Insurance.

Claimant Name: \_\_\_\_\_ Last 4 Digits of Claimant’s Social Security #: \_\_\_\_\_  
 Employer Representative Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Employer Representative Title: \_\_\_\_\_ Date completed Questionnaire: \_\_\_\_\_  
 Are you authorized to provide a statement on behalf of the company?  YES  NO

**Employer Statement**

1. Name of Employer Contact: \_\_\_\_\_
2. Title of Employer Contact: \_\_\_\_\_
3. Claimant’s last physical day of work (mm/dd/yyyy): \_\_\_\_\_
4. Date of separation (if different from last day - mm/dd/yyyy): \_\_\_\_\_
5. Did the claimant provide a notice of resignation to you?  YES  NO
  - a. If yes, who did the claimant notify? Name: \_\_\_\_\_  
 Title: \_\_\_\_\_
  - b. When was the notice given (mm/dd/yyyy)? \_\_\_\_\_
  - c. Did you allow the claimant to work out the notice?  YES  NO — i. If no, why not?

ii. If no, did you pay the claimant for the remainder of the notice?  YES  NO

If yes, please indicate the amount paid: \$ \_\_\_\_\_

6. What reason did the claimant give for leaving the job? Please be specific.

7. Did the claimant address this issue or any other issue with you prior to leaving?  YES  NO

a. If yes, please provide specific details as to the issue(s) discussed:

b. Were you able to resolve the situation(s)?  YES  NO — i. If no, why couldn’t you resolve the issue(s)?

ii. If yes, why did the claimant still leave?

8. Please provide any additional information you feel is necessary:

I hereby certify that, to the best of my knowledge and belief, the information I have provided is true.  YES  NO

Signature: \_\_\_\_\_