SEPARATION AND FINAL-PAY REVIEW WORKSHEET

UNSIGNED WORKING DRAFT. Review the reported facts and any overdue duties before issuing an employment-ending notice. A continuing employment relationship, disputed jurisdiction or separate proposal does not establish a final discharge.

Employer: Example Company, Employer office in Idaho. **Employee:** Jordan Example, Mailing address in Oregon. **Primary work jurisdiction:** CA. **Other work and employment circumstances:** Documented employment facts supplied by the preparer. **Reported separation or proposed change date:** November 3, 2026. **Final-wage deadline entered by the preparer:** 2026-11-17. **Actual or planned pay date:** 2026-11-17. **Amount and breakdown entered:** $1,300.00. Documented employment facts supplied by the preparer. **Remaining actions, any late tender and separate notices:** See the wage-law timing and tender record. Documented employment facts supplied by the preparer.

State final-pay and separation record

This record is an unsigned worksheet. The entered pay date, classification or notice facts need further review. Preserve actual missed dates and identify the correction. California ordinarily requires all earned, unpaid wages at discharge, including when a permanent layoff ends employment. For a voluntary quit without a written definite-period contract, at least 72 hours of prior notice makes wages due at quitting. With shorter notice, the limit is 72 actual hours after quitting. A requested mailing to a designated address can count on the date mailed under the applicable quitting rule. Identify the place, method and actual time of tender. Pay undisputed wages without requiring a release. Check vested vacation and the applicable agreement. A late payment does not automatically establish a willful waiting-time penalty. Reported separation time with offset: 2026-11-03T16:00-08:00. Reported final-wage deadline with offset: 2026-11-17T16:00-08:00. Actual or scheduled tender with offset: 2026-11-17T16:00-08:00.

The employer must distinguish a separate written change-of-status notice from the official unemployment-rights pamphlet. For a covered discharge, layoff or leave, both are due no later than the effective date. A voluntary quit has different status-notice treatment. When unemployment begins, check the separate benefits-material duty. Electronic benefits materials require the employee's affirmative opt-in and the statutory delivery conditions. Use California EDD's forms and pamphlets for the applicable notices. Separate status notice reported delivered: November 3, 2026. Paper status notice independently furnished in person.

Agency material reported furnished: November 3, 2026. Agency materials furnished separately with employer information; retained distribution record.

WITHOUT CAUSE EMPLOYMENT TERMINATION LETTER | LEGALFORMS.COM | SAMPLE