

# Separation Notice:

## Notifying NELCO

Regardless of the reason for separation, Employees who are separated from their job must notify NELCO within 72 hours of the separation, for potential job placement assistance.

Failure to contact NELCO could result in a denial of unemployment benefits.

**NOTE: *Compliance with the above in no way guarantees a favorable outcome regarding unemployment benefits.***

Employees must contact NELCO's 24-hour Separation Line at:

1 (888) 714-6382 or  
1 (941) 747-8737

The recorded voice will ask for the following information:

Employee's Name;  
Social Security Number;  
Date of Separation;  
Worksite Employer Location; and  
Contact Information i.e. Employee Phone Number

Employee: Please sign acknowledgement in receipt and understanding of the above procedure and **DATE** accordingly.

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Employee Signature

Date