**NOTICE OF CHANGE IN RELATIONSHIP**

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Please be advised that your employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Company”) ended on

\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, your participation in any employee benefits plans and programs ended, or will end, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your final paycheck will be issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which shall include compensation for all time worked through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have been receiving direct deposits you will receive your final one on this date. If you have been receiving a paper check, please advise, by marking below, whether you would like your last check mailed to you or if you will pick it up at the restaurant.

If you have any questions or concerns, please do not hesitate to contact me. We wish you well in your future endeavors.

Best,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor or HR Admin Signature Date

**FORWARDING AND YEAR-END DATA CONFIRMATION**

Please provide your forwarding address below and confirm your name spelling and social security number so that we may ensure accurate processing of your W-2 at the end of the year.

Forwarding address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Street City State Zip

Legal First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Legal Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I would like my final check and/or check stub to be:***

*\_\_\_ direct deposited into my account on file \_\_\_ mailed to me at the address above*

*\_\_\_ made available for pickup*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date