**Documents Required for Employee Separations in California (Private Sector)**

* **Notice to Employee as to Change in Relationship (California WARN Act)**
  + Required for certain large layoffs, this notice informs the employee of their termination and the reason.
  + **Resource:** [California WARN Act](https://edd.ca.gov/en/jobs_and_training/Layoff_Services_WARN)
* **Final Paycheck**
  + Must be provided on the employee’s last day of work if the termination is involuntary, or within 72 hours if the employee resigns without notice.
  + **Resource:** [California Final Paycheck Law](https://www.dir.ca.gov/dlse/FAQ_Paydays.htm)
* **Notice to Employee – Unemployment Insurance (EDD Form DE 2320)**
  + Informs the employee of their potential eligibility for unemployment insurance benefits.
  + **Resource:** [EDD Form DE 2320](https://edd.ca.gov/siteassets/files/pdf_pub_ctr/de2320.pdf)
* **COBRA/Cal-COBRA Continuation Coverage Election Notice**
  + Informs the employee of their right to continue health insurance coverage after termination.
  + **Resource:** [California COBRA Information](https://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage%28COBRA%29.aspx)
* **Notice Regarding Change in Health Insurance Status**
  + Notify the employee of any changes in their health insurance status, including termination of coverage dates.
* **Final Wage Statement**
  + Provide a final wage statement that includes all earned wages, accrued vacation or PTO, and other compensation.
* **Return of Company Property Agreement**
  + Document that confirms the return of all company property, such as keys, laptops, phones, etc.
* **Separation Agreement and Release (if applicable)**
  + A legal agreement that may include severance pay in exchange for a release of claims against the employer.
* **Exit Interview Form (Optional)**
  + A form or document to conduct an exit interview, gathering feedback on the employee's experience.

These documents are essential for ensuring compliance with California and federal laws during the separation processes. It's important to review and update these documents regularly to reflect any changes in the law.

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