TO: [Employee First, Last Name]

FROM: [County Name] County Extension Council

VIA: Hand Delivery and Email [or mail; US mail/certified OK – format as a letter with employee’s address that you used]

DATE: [Month, day] 2022

RE: Final Paycheck Information

Dear [Employee Name],

Your last day with [County Name] County Extension Council is/was [Month, Day, 2022].

As a separating employee, there are a number of items of which you will need to be aware. If you enrolled in health benefits or other benefit programs that have continuation options, separate notices will be mailed to you. [*Any other benefits? If retirement benefits, generally insert name of provider who will be sending her info or just “You will also receive notices regarding retirement plan options.” etc. Remember to either send the paperwork or notify the appropriate people who will send the paperwork.*]

Your final paycheck will be issued on \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 2022. Our records indicate you have \_\_\_\_ hours of PTO [or “leave,” “sick time,” etc.], which will be paid out at the same time as your final paycheck. If you have any expenses that need to be submitted for reimbursement, please do so before \_\_\_\_\_\_\_\_\_, 2022. Your final paycheck will include all earned pay and any expenses due to you. In order to have access to [system name – timeclock plus? Benefit system?] *[insert what to do for continued electronic payroll system access, if applicable – things like access to system for past paystubs. Cut this if not applicable.]*

Prior to your last day [or by \_\_\_\_, 2022], you should be prepared to return the following to your immediate supervisor: any and all Council, county, or ISU Extension and Outreach property in your possession, including keys, credit cards, phones/electronic/computer devices, etc. [List any specific items that must be returned. Documents? Cell phone?]

Iowa law requires us to provide the following information:

*Unemployment insurance benefits are available to workers who are unemployed and who meet the State of Iowa’s eligibility requirements. Iowa Workforce Development resources are available online at iowaworkforcedevelopment.gov including information on eligibility and applying for unemployment benefits.  Workers may file a claim in the first week that employment stops or work hours are reduced. Workers may file claims online at iowaworkforcedevelopment.gov or by phone at (866)239-0843, and must provide the Iowa Workforce Development department with the following information to process the claim: full legal name, Social Security number, authorization to work (if you are not a U.S. citizen or resident), last employer name and address, start and end dates of the employee’s last employment, and additional information upon request from Iowa Workforce Development.*

*Our employer name and address is listed at the top/bottom of this letter [confirm letterhead and name/info– some employers have different names in IWD’s system]. Your start date at [County Name] County Extension was \_\_\_\_\_\_\_ , 20\_\_\_ and your last day was \_\_\_\_\_\_\_ \_\_, 2022.*

*PROVISION OF THIS NOTICE REGARDING UNEMPLOYMENT INSURANCE IS PROVIDED WITHOUT WAIVER OF ANY EMPLOYER RIGHT TO PROVIDE FURTHER INFORMATION TO IOWA WORKFORCE DEVELOPMENT AND/OR PROTEST ANY CLAIM FOR BENEFITS.*

Thank you for your service to [County Name] County Extension. We wish you the best. If you have any questions, please do not hesitate to contact \_\_\_\_\_\_\_\_\_\_\_\_\_.

[Insert signature/name]