

Employee - Voluntary Quit Form

Date:____/____/____

Claim #_____

Claimant Name:_____

Below you will find the following reason that due to declining a written job offer you are no longer considered an employee of

_____.

- Failure to reply to written job offer
- You gave either a verbal or written decline of the job offer.
- You failed to show up for work on date specified.
- Due to your own actions, you were ineligible for employment for the following reasons:_____.
- You accepted the job offer but failed to abide by company policy regarding the following:_____.

Due to your own action you are considered to have voluntarily quit your employment with our company.

Please contact our office for matters such as health care benefits (Cobra), and returning any equipment or keys.

Sincerely,

cc: Washington Retail Association
Department of Labor and Industries