

Employee - Voluntary Quit Form

Date: _____

Claim #: _____

Claimant Name: _____

Below you will find the following reason that due to declining a written job offer or other actions 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 regarding:

Sincerely,

cc: Washington Retail Association
Department of Labor and Industries