

TERMINATION OF EMPLOYMENT

When a domestic employee is terminated or quits, the employer is required to notify RCO immediately. Below is a list of information RCO needs in order to supply the Oregon Employment Department with correct documentation. The employer must call RCO upon termination and then follow up by sending this form to RCO at:

3876 Beverly Ave. NE, G-1
Salem, OR 97305

Fax: 503-485-2515 or Toll Free at 1-866-890-2049

Employer Name: _____

Customer Name (if different): _____

Employee Name: _____

Last Work Day: _____

Terminated (Fired)? Yes No

Reason for Termination? _____

Quit? Yes No

Reason for Quitting? _____

Employer
Signature _____ Date _____