

| State | Notice Requirement | State Resource for Required Notice |
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| Alaska | Every employer must provide notice as soon as practicable, but no later than seven days after the employee's separation. It must deliver the information either in person, by mail to the employee's last known address, or by email, if correspondence in this form was previously authorized. | Click Here |
| Arizona | Every employer must make available to employees when they become unemployed a printed statement dealing with claims for benefits. | Click Here |
| California | Every employer must provide notification no later than the effective date of the action. | Click Here |
| Connecticut | The notice must be completed by the employer and issued to the employee, along with the employee information packet, immediately upon layoff or separation from employment, whatever the cause, including when an employee voluntarily leaves employment. | Click Here |
| Delaware | Every employer shall deliver to each employee separated from its employ (permanently, for an indefinite period or for an expected duration of 7 days or more) at the time of such separation, or, if in person delivery is impossible or impracticable, shall mail to such employee's last known address, within 24 hours, a copy of Form UC-300,* which shall instruct the former employee how to file a claim for unemployment benefits and how to contact the Delaware Division of Unemployment Insurance with questions about unemployment benefits. | Click Here |
| Illinois | Employers must provide individuals separated from employment for an expected duration of 7 days or more (which would include employees who are fired, or who quit or resign) the form What Every Worker Should Know About Unemployment Insurance. The form must be provided at the time of separation or, if delivery is impracticable, it must be mailed within 5 days after the date of the separation to the worker's last known address. | Click Here |
| Iowa | Upon separation from employment, an employer must provide documentation to an employee of the availability of unemployment insurance | Click Here |
| Louisiana | Every employer is required to provide notification of the availability of Unemployment Insurance Benefits (UI). Employers must convey this information at the time of separation or within 24 hours thereafter. This information shall be provided to employees in writing either via flyer, letter, email, or text message. Notice of disqualification also required | Click Here |
| Maine | Every employer must make the statement available to employees when they become unemployed. | Click Here |

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| Massachusetts | Employers must issue to every separated employee, as soon as practicable, but no later than 30 days from the last day the employee performed compensable work, written information on a form approved by the state unemployment division. Delivery is made when an employer provides this information to an employee in person or by mail to the employee's last known address | Click Here |
| Michigan | An employer, other than an employer filing claims on behalf of workers in accordance with Rule r 421.210, must provide each worker at the time of the worker's separation from employment a copy of form UA 1711, unemployment compensation notice to employee. | Click Here |
| Missouri | Employers must provide each separated employee a copy of the booklet about employment security in Missouri. | Click Here |
| Nebraska | Employers must make the statement available to employees when they become unemployed. | Click Here |
| Nevada | Employers must provide a copy of the statement to employees when they become unemployed. | Click Here |
| Pennsylvania | Employers must provide an unemployment compensation benefit notification to employees, regardless of whether the employer is or is not liable for the payment of contributions under the unemployment compensation law. The notice must provide information about the availability of unemployment compensation to the employer's employees at the time of separation from employment. | Click Here |
| South Dakota | Employers must provide this notice to workers individually and at the time of separation. Employers have flexibility in the method of communication to meet this requirement (such as letters, emails, text messages or flyers). | Click Here |
| Tennessee | Whenever a worker is separated from employment for an indefinite period or for an expected duration of 7 days or more, an employer must provide the worker a Separation Notice. The notice must be supplied within 24 hours after the worker's separation from employment. An employer must use the notice supplied by the state labor department (Form LB-0489) and must complete the information required on the form. | Click Here |
| Vermont | Employers must provide an individual with notification of the availability of unemployment compensation within 24 hours after the individual is separated from employment (whether permanently, for a limited period of time, or indefinitely). | Click Here |
| Washington | When individuals become unemployed, employers must make available to them a printed statement about applying for unemployment. | Click Here |