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| NEW JERSEY DEPARTMENT OF LABOR AND<br>WORKFORCE DEVELOPMENT<br>UNEMPLOYMENT INSURANCE OFFICE | DATE OF MAILING  | SOCIAL SECURITY NUMBER | PC | DATE OF CLAIM |
|  | NAME OF CLAIMANT |                        |    |               |

**SAMPLE**

**NOTICE TO EMPLOYER OF FACT-FINDING PROCEEDING**

1. The above named individual has filed a claim for unemployment benefits and has stated the reason for separation from your employment was \_\_\_\_\_ A fact-finding proceeding will be held to give all interested parties an opportunity to provide information on the separation. The fact-finding proceeding will be held by telephone on:

**DATE:**

**TIME:**

**(EASTERN)**

2. At the time of the telephone fact-finding interview, a claims examiner will contact you for your statement. Although you may not be called exactly at the time shown above, every effort will be made to contact you within a reasonable amount of time. If attempts to contact you are unsuccessful, a determination will be made based on available information. You will be asked questions such as dates of employment, last day worked, and reason for separation. You may be asked in detail about warnings, documentation, etc.
3. You have the right to be represented by any person you may designate. However, this person should either have direct knowledge of the circumstances surrounding the issue or be able to present a written statement by a person who has such knowledge, or the employer's records.
4. You have the right to appeal the determination resulting from this fact-finding interview.
5. If you do not provide any information on the separation, a determination will be made based on available evidence.