



# NOTICE TO EMPLOYEE OF CHANGE IN RELATIONSHIP

MAIL TO:

TRACY STEIN MANAGEMENT SERVICES, INC.  
PO BOX 580631  
ELK GROVE, CA 95758

EMPLOYEE NAME

EMPLOYEE SOCIAL SECURITY NUMBER

DATE

**YOUR EMPLOYMENT STATUS HAS CHANGED FOR THE REASON CHECKED BELOW:**

- VOLUNTARILY QUIT EFFECTIVE \_\_\_\_\_  
DATE
- DISCHARGE EFFECTIVE \_\_\_\_\_  
DATE
- WRITTEN WARNING (# \_\_\_\_\_ )
- NOTICE OF CORRECTIVE PROBATION PERIOD
- NOTICE OF SUSPENSION

**COMMENTS**

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CO-EMPLOYER SIGNATURE

DATE

**NOTICE ACKNOWLEDGEMENT:** I RECIEVED A COPY OF THIS NOTICE ON:

DATE

EMPLOYEE SIGNATURE