

DEPARTMENT OF LABOR AND HUMAN RESOURCES  
BUREAU OF EMPLOYMENT SECURITY  
UNEMPLOYMENT INSURANCE DIVISION

NOTIFICATION OF APPLICATION FOR UNEMPLOYMENT INSURANCE BENEFITS,  
POTENTIALS CHARGES AND REQUEST OF SEPARATION INFORMATION

SOCIAL SECURITY NUMBER 582-61-8294  
NAME Myrna Flores Valentin  
REASON FOR SEPARATION Quit, voluntary  
DATE OF CLAIM \_\_\_\_\_  
DATE OF MAIL \_\_\_\_\_

EMPLOYER ACCOUNT NUMBER

THE WORKER MENTIONED ABOVE APPLIED FOR UNEMPLOYMENT INSURANCE BENEFITS AND INFORMED US THAT YOU WERE HIS LAST EMPLOYER. IN ORDER TO DETERMINE CLAIMANT'S ELEGIBILITY FOR BENEFITS, PLEASE PROVIDE IN THE NEXT FIVE DAYS THE INFORMATION REQUESTED IN THIS FORM. IF THE REASON FOR SEPARATION IS OTHER THAN LACK OF WORK, YOU MUST PROVIDE ADDITIONAL INFORMATION. IF YOU HAVE ANY OBJECTION TO CLAIMANT RECEIVING BENEFITS, PLEASE NOTIFY YOUR REASONS. IF NO ANSWER IS RECEIVED WE WILL DETERMINATE WITH THE AVAILABLE INFORMATION.

POTENTIALS CHARGES:

BENEFITS PAID TO THIS CLAIMANT WILL BE CHARGED IN WHOLE OR PARTIALLY TO YOUR RESERVE ACCOUNT IN THE EXPERIENCE RATING SYSTEM.

WEEKLY BENEFIT: \$ \_\_\_\_\_ TOTAL BENEFIT: \$ \_\_\_\_\_

DATE OF EMPLOYMENT-FROM: 6/1/15 TO: 10/18/15

REASON FOR SEPARTION: quit, voluntary, provided notice.

WAGES EARNED: \$ 450.00 Avg. \* WEEKLY \_\_\_ BI-WEEKLY \_\_\_ MONTHLY

IF A VACATION PAYMENT WAS MADE, PLEASE INDICATE: NA

AMOUNT PAID: \$ \_\_\_\_\_ NUMBER OF DAYS PAID: \_\_\_\_\_

DATE OF PAYMENT: \_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICIAL: [Signature]

TITLE: payroll account manager DATE: 12/14/15

FOR ADDITIONAL INFORMATION ABOUT REASON FOR SEPARATION, ANSWER COMPLETELY THE FOLLOWING QUESTIONS THAT APPEAR ON THE OTHER SIDE AND RETURN THE FORM TO:

ESTADO LIBRE ASOCIADO DE PUERTO RICO  
DEPARTAMENTO DEL TRABAJO Y RECURSOS HUMANOS  
DIVISION DE SEGURO POR DESEMPLEO  
PO BOX 144580  
ARCCIBO, PR 00614-4580

IF THE REASON FOR SEPARATION WAS RESIGNATION OR VOLUNTARY QUIT, ANSWER THE FOLLOWING QUESTIONS.

1. Did the claimant resign or did the claimant leave the job? resigned with notice
2. Did the claimant provide the resignation letter? Did the claimant advise you the purpose for leaving the job?  
YES X NO \_\_\_\_\_ Explain: got another job.
3. Was the separation related to the job, health problems or personal problems? Explain: NO, she just got another job.  
\* see attached email.
4. Did the claimant request some change in his/her position, work shift or vacation days, to resolve the situation?  
When? NO
5. Did you provide the claimant any options that would help him/her to resolve the problems? YES \_\_\_\_\_ NO \_\_\_\_\_  
Explain: N/A

IF THE REASON FOR SEPARATION WAS DISCHARGE, ANSWER THE FOLLOWING QUESTIONS.

1. Why was the claimant discharge? Explain \_\_\_\_\_
2. What was the last incident that resulted in the discharge? (please describe in detail). \_\_\_\_\_  
Were there any previous incidents that led to the discharge? Explain: \_\_\_\_\_
3. Was a verbal or written warning given before the discharge? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, when and why was the claimant warned? \_\_\_\_\_
4. After the warning what efforts were made to improve the situation? \_\_\_\_\_
5. Did you pay Bonus, Severance or Sick leave after the discharge? Describe in detail! \_\_\_\_\_

For additional information: (Please enclose document related to the facts)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Caitlin Scholl

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**From:** Caitlin Scholl  
**Sent:** Monday, October 12, 2015 9:56 AM  
**To:** Myrna Flores  
**Subject:** RE: Resignation

Hello Myrna,

Thank you very much for letting me know. I appreciate it.  
Good luck with everything, and take care!

Caitlin Scholl  
Corporate Management Group, Inc.  
Administrative Assistant

Office: 303-920-1425  
Fax: 303-736-7767  
Email: [Caitlin@corpmgmtgroup.com](mailto:Caitlin@corpmgmtgroup.com)



*"your workforce management & staffing experts"*

**From:** Myrna Flores [mailto:mindyfloresvalentin@gmail.com]  
**Sent:** Monday, October 12, 2015 8:06 AM  
**To:** Caitlin Scholl <Caitlin@corpmgmtgroup.com>  
**Subject:** Fwd: Resignation

Good day Caitlin,  
I understand that Irene is no longer a CMG employee so I am forwarding my resignation letter so that you can distribute to others as you may deem necessary.

Good morning Irene,  
I am submitting my letter of resignation to assignment 447 - Attendant in support of Storeroom Solutions, Inc. at Pfizer, Vega Baja, Puerto Rico effective next Friday, October 16, 2015.

I must say that it has been a great opportunity that adds up to my extensive experience within the Pharmaceutical Industry but and unfortunately, another opportunity has arise to further expand my knowledge and professional growth.

I have included Mr. Agustin Rosario as SSI Site Manager, but feel free to share with others as you may deem necessary.

I wish all the best while taking with me good memories. If you ever need any support, please do not hesitate in contacting me.

Kind Regards,  
Myrna Flores Valentin  
787-361-9582