

## COMPANY LETTERHEAD

### PENNSYLVANIA UNEMPLOYMENT COMPENSATION NOTICE

This notice is to advise that you may be eligible for compensation under the Pennsylvania Unemployment Compensation (UC) Law, provided you meet the requirements of the UC Law. More specifically, if you are financially eligible for UC benefits, you may qualify for benefits if you were not terminated for willful misconduct or did not resign without necessitous and compelling cause.

You have the ability to file an unemployment compensation claim in the first week that employment ends or work hours are reduced. To obtain additional information about your eligibility for benefits, or to open a claim for benefits, you can visit the Pennsylvania Department of Labor and Industry's website, <https://www.uc.pa.gov/unemployment-benefits/Pages/default.aspx>, or call the Department's toll-free number (888-313-7284).

In order to file your claim, you will need to have the following information available:

- a. Your full legal name;
- b. Your social security number; and
- c. If not a citizen or resident of the United States, information about your authorization to work in the United States.

A more complete list of the information you may need to file a claim for UC benefits can be found on the Pennsylvania Unemployment Compensation Filing Materials Checklist, which is available online at [https://www.uc.pa.gov/Documents/UC\\_Forms/UC-23.pdf](https://www.uc.pa.gov/Documents/UC_Forms/UC-23.pdf).

Eligibility for UC benefits is determined by the Commonwealth of Pennsylvania. By providing this notice, the Company does not guarantee that you will be eligible for UC benefits, nor does it waive its right to contest any application for UC benefits.