

## **Guidelines Letter of Termination**

The New York State Labor Law provides as follows:

### **Section 195. Notice and record-keeping requirements**

Every employer shall:

6. notify any employee terminated from employment, in writing, of the exact date of such termination as well as the exact date of cancellation of employee benefits connected with such termination. In no case shall notice of such termination be provided more than five working days after the date of such termination. Failure to notify an employee of cancellation of accident or health insurance subjects an employer to an additional penalty pursuant to section two hundred seventeen of this chapter.

#### **Albany District**

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(518) 457-2730

#### **Buffalo District**

295 Main Street  
Suite 914  
Buffalo, NY 14203  
(716) 847-7141

#### **New York City District**

55 Hanson Place  
11th Floor  
Brooklyn, NY 11217  
(212) 775-3880

#### **Syracuse District**

333 East Washington Street  
Room 121  
Syracuse, NY 13202  
(315) 428-4057

#### **Bronx District**

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#### **Garden City District**

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Suite 102  
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#### **Rochester District**

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#### **White Plains District**

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White Plains, NY 10605  
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