

REQUEST FOR REASONS FOR TERMINATION OF EMPLOYMENT

(Deliver this notice in hand to your former employer, or send through the U.S. Mail, Return Receipt Requested. Keep a copy for your records.)

TO: _____

In accordance with the provisions of Title 26 M.R.S.A. § 630, I am requesting a written statement detailing the reasons for the termination of my employment.

According to the law, this request must be honored within **15 days** of your receipt of this notice.

You may send the statement to me at the following address:

SIGNED: _____ DATE: _____

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LABOR AND INDUSTRY 26 MRSA § 630

§ 630. Written statement of reason for termination of employment

An employer shall, upon written request of the affected employee, give that employee the written reasons for the termination of that person's employment. An employer who fails to satisfy this request within 15 days of receiving it may be subject to a forfeiture of not less than \$50 nor more than \$500. An employee may bring an action in the District Court or the Superior Court for such equitable relief, including an injunction, as the court may consider to be necessary and proper. The employer may also be required to reimburse the employee for the costs of suit, including a reasonable attorney's fee if the employee receives a judgment in the employee's favor. This section does not apply to public employees in proceedings governed by Title 1, section 405.

1997, c.356, § 1.