

FOR TERMINATIONS:

Please email xyzcompany@xperiencebenefits.com the following:

- Name of terminated employee
- Date of termination
- Reason for termination (voluntary or involuntary)

FOR NEW HIRES:

Please email xyzcompany@xperiencebenefits.com the following:

- Name of New Hire
- Email address of new hire
(business email if applicable)
- Start Date
- Full time or Part Time

FOR MODIFICATION REQUESTS:

Please email xyzcompany@xperiencebenefits.com the following:

- Name of Employee Requesting Modification
- Date of Request
- Best form of contact for employee if we need further documentation/confirmation from them