



Scott Otterson &lt;scotto@sharpleaf.org&gt;

---

**Offboarding Documentation (Scott Otterson) Hanwha Q Cells Technology Inc.**

1 message

**Esther Roh** <esther.roh@qcells.com>

Tue, Aug 20, 2024 at 7:21 PM

To: "scotto@sharpleaf.org" &lt;scotto@sharpleaf.org&gt;

Cc: Andie Ro &lt;andie.ro@qcells.com&gt;, hqcahr &lt;hqcahr@qcells.com&gt;, Dara Hyfield &lt;dara.hyfield@qcells.com&gt;

Hi Scott,

I hope this email finds you well. Thank you for taking the time to meet with us today. As discussed, please find the attached documents regarding your separation of employment with Hanwha Q Cells Technology Inc.:

- Exit Letter Notice
- Notice to Employee as to Change of Relationship
- Final Paystub Acknowledgement + Paystub
- Termination Notices ([HIPP](#) and UI)
- 401k Notices
- Life conversion forms
- Exit Checklist
- Separation and Release of Claims Agreement

As a reminder, your final pay will be direct deposited and delivered on August 20, 2024.

**Action Items:****1. Sign and return to HR -**

- Notice to Employee as to Change of Relationship
- Exit Checklist
- Final Paycheck Acknowledgement
- Separation and Release of Claims Agreement- please print and sign with wet signature (will receive Adobe esign)

**2. Return company properties –**

- Laptop & Charger
- Monitor

**Return Instructions:**

**FedEx Print & Ship Center :** [8345 15th Ave NW, Seattle, WA 98117](#) / 206-706-0746

- **Drop-off Date:** Tuesday, 8/20/2024
- **Billing:** FedEx will directly invoice the company; there will be no out-of-pocket expenses for you
  - **Procedure:** Drop off items at the above address, and FedEx will handle the packaging, shipping, and labeling

*Please give the FedEx employee the below information –*

**Company Name:** Hanwha Q CELLS Technology Inc. / Hanwha Q CELLS America Inc.

**Company Address:** 501 2nd Street, STE 500, San Francisco CA 94107

**Employee Name:** Your First and last name

*If the FedEx employee cannot locate the label information, kindly direct them to check their inbox for an email from me ([dara.hyfield@qcells.com](mailto:dara.hyfield@qcells.com) or [esther.roh@qcells.com](mailto:esther.roh@qcells.com))*

Please also be sure to register your [Paylocity](#) account with your up-to-date personal information (direct deposit, home address, phone number, email, etc.) so that we will be able to process any pending payments post-employment. Should you need to update your records, please inform our [Human Resources](#) department promptly.

If you would like to apply for other positions in the company please visit our job board here: <https://us.qcells.com/careers-at-qcells/>

Upon review of the documents or if you have any questions or concerns post-employment, you may reach me directly via email or the HR department at [hqcahr@qcells.com](mailto:hqcahr@qcells.com).

Wishing you the best in all your endeavors. Thank you.

Sincerely,



**Qcells**

**Esther Roh, PHR**

HR Generalist | Human Resources

**Qcells North America**

**M** +1 619-851-8175

**E** [esther.roh@qcells.com](mailto:esther.roh@qcells.com)

**W** [www.qcells.com/us](http://www.qcells.com/us)











**A** 300 Spectrum Center Dr., Suite 500, Irvine, CA 92618



The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution, or taking any action in relation to the contents of this information is strictly prohibited and may be unlawful. Hanwha Q CELLS America Inc. is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.

---

**10 attachments**

-  **Scott Otterson - Exit Letter Notice.pdf**  
146K
-  **Scott Otterson Notice to Employee as to Change in Relationship.pdf**  
93K
-  **Final pay summary 08.20.24 S Otterson.Pdf**  
4K
-  **Scott Otterson - FINAL PAYCHECK ACKNOWLEDGEMENT.pdf**  
172K
-  **WA - Unemployment.pdf**  
2384K
-  **Guide\_Online Distribution\_Participants PCS.pdf**  
954K
-  **401(k) Notice for Terminating Employees.pdf**  
81K
-  **Port and Convert Forms (4).zip**  
5621K
-  **Scott Otterson - HQCT Exit Checklist 8-20-24.pdf**  
343K
-  **Separation and Release of Claims Agreement -Scott Otterson.pdf**  
207K