



Separation Report

Employee Name: Amir Salah
Client Company: Reichel Foods Separation Date: 12/4/2013

Reason for Separation or Refusal

(Please check one of the following)

Voluntary (Resignation, Job Abandonment, etc.)

- Attach Letter of Resignation (if available)
- Date employee quit on 11/27/2013
- Was there full time work for the employee when he/she quit? Yes No
- Please give a detailed explanation of the circumstances, including any statements made by the employee at the time of separation. (Complete Explanation of Separation below.)

Involuntary (Layoff, Company Termination, Death, etc.)

- Attach Warnings (if available)
- Discharged for misconduct connected with work on ___/___/___
- Describe what the worker did or failed to do which caused the discharge. Explain the specific act of misconduct; avoid general terms like "absenteeism", "violation of rules"; tell what rule was violated and why, how often absent, etc. (Complete Explanation of Separation below.)
- The worker was terminated for unsatisfactory job performance. (Complete Explanation of Separation below.)

Explanation of Separation: (use additional sheets if necessary)

Amir has resigned his position due to being out of town and not sure when he will be returning. He did not give notice and is not eligible for rehire.

Dates of Employment: 10/14/2013 to 11/26/13
Starting Position: production
Ending Position: production

Supervisor's Notes: _____

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Adkhal Date: 12/4/13