



# Separation Report

Employee Name: ALFREDO GUTIERREZ  
Client Company: CLI Separation Date 3-13-15

### 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 3/13/15
- 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 1/1/15
- 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)

Family Issues back in Illinois prevent me from fully moving here. Previous employer has been kind enough to give me my old job back.  
Alfredo Gutierrez 3/13/15

Dates of Employment: 1-12-15 to 3-13-15

Starting Position: TECH

Ending Position: TECH

Supervisor's Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify my statements are true and correct.

Supervisor's Signature: C. AKINS. Date: 3-13-15



Date: 3-13-15

I, ALFREDO GUTIERREZ, have received tools from Colorado Lighting, Inc. to be used by me while I am an active employee. At the time of termination of employment with Colorado Lighting, Inc. these tools are to be returned to Colorado Lighting, Inc.

List of ~~Tools~~:

Tool	Date Received	Date Returned	Signature
TRUCK KEYS L-183		3-13-15	<i>Alfredo Gutierrez</i>
TABLET & CHARGER		3-13-15	<i>Alfredo Gutierrez</i>
GAS CARD VALERO		3-13-15	<i>Alfredo Gutierrez</i>

Have <sup>everything</sup> ~~all tools~~ been returned?

Yes

No

*[Signature]*  
Signature of Supervisor

3-13-15  
Date