



## Separation Report

Employee Name: Antonio Holmes  
Client Company: \_\_\_\_\_ Separation Date 5/11/15

### 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 4/24/15 *NO CALL/NO SHOW*
- 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)

NO CALL/NO SHOW AS OF 4/24/15. NO  
COMMUNICATION WITH EMPLOYEE AS OF 5/11/15.  
ANOTHER STAFFING AGENCY CONTACTED OUR OFFICES  
FOR REFERENCE OF EMPLOYMENT.

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Starting Position: Lighting TECH

Ending Position: Lighting TECH

#### Supervisor's Notes:

I certify my statements are true and correct.

Supervisor's Signature: \_\_\_\_\_

Date: 5/11/15



Corporate Management Group  
 12000 N. Washington St. Ste. 290  
 Thornton, CO 80241  
 Office – (303) 920-1425  
 Fax – (303) 737-7767  
 Contact Name: Tina Krol

**Termination of Employment**

Antonio Holmes  
 Name of Employee

5/11/15  
 Today's Date

Last Day worked 4/24/15

Quit \_\_\_\_\_  
 Employee Initial

Laid off \_\_\_\_\_  
 Employee Initial

Terminated \_\_\_\_\_  
 Employee Initial

Failure to report to work X  
 Employee Initial

Other \_\_\_\_\_  
 Employee Initial

Final pay to include \_\_\_\_\_  
 Worked hours for current pay period and accrued but unused PTO

Eligible for rehire \_\_\_\_\_ Yes \_\_\_\_\_ No

The following items have been turned in:

Truck	YES	
Keys	YES	
Tools		
Supplies		
Uniforms	YES	
Cell Phone		
Other	YES	TABLET

Receipt of a fully executed copy is acknowledgement of this termination notice.

Signed \_\_\_\_\_  
 Employee

Signed \_\_\_\_\_  
 Employer