



## Separation Report

Employee Name: Seth Brekke

Client Company: Branding Iron

Separation Date: 03/13/2015

### 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 \_\_\_/\_\_\_/\_\_\_
- 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 \_\_\_03\_\_\_/\_\_\_13\_\_\_/\_\_\_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)*

Seth was given a written warning after his 4th absence. He was terminated. He is going to return his key card and pick up his flashlight sometime this week.

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**I certify my statements are true and correct.**

Supervisor's Signature: Renee Burns

Date: 03/18/2015