



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

Joe Castillo
 Name of Employee 12/29/14
 Today's Date

Last Day worked 12/23/14

Quit _____ Employee Initial
 Laid off _____ Employee Initial
 Terminated JK Employee Initial

Failure to report to work _____ Employee Initial
 Other _____ Employee Initial

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

Eligible for rehire Yes Yes _____ No

The following items have been turned in:

Truck	<input checked="" type="checkbox"/>	
Keys	<input checked="" type="checkbox"/>	
Tools	<input checked="" type="checkbox"/>	
Supplies	<input checked="" type="checkbox"/>	
Uniforms	<input checked="" type="checkbox"/>	
Cell Phone	<input checked="" type="checkbox"/>	
Other		

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

Signed Joe Castillo
 Employee

Signed Tina Krol
 Employer



Separation Report

Employee Name: Joe Castillo
Client Company: Colorado Highline Separation Date 12/29/14

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 12/29/14
- 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)

Joe has been late to work 25% of his scheduled days

Dates of Employment: _____ to _____

Starting Position: Sign installer

Ending Position: Sign installer

Supervisor's Notes: _____

I certify my statements are true and correct.

Supervisor's Signature: [Signature] Date: 12/29/14