



Separation Report

Employee Name: Andres Trinidad
Client Company: BASF Separation Date: 2.27.13

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 2 / 27 / 13
- ☒ 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)

Per Dr. note he can not return to work

Dates of Employment: 2.1.13 to 2.27.13

Starting Position: _____

Ending Position: _____

Supervisor's Notes: _____

I certify my statements are true and correct.

Supervisor's Signature: [Signature] Date: 3.6.13