



Separation Report

Employee Name: Denise Smith

Client Company: Reichel Foods

Separation Date: 08/11/2014

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 08 / 11 / 14
- 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)*

Denise has resigned her position due to an injury that happened at home. She is unsure of
her return has her doctor's won't release her to work. She is eligible for rehire and will
receive vacation payout per policy.

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Sikkink

Date: 08/12/2014