

Jill Eichler

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**From:** term@cmgtime.com  
**Sent:** Wednesday, February 10, 2016 12:42 PM  
**To:** Jill Eichler  
**Cc:** Tina Krol  
**Subject:** Separation Report Alert - Branding Iron - Jeff Junglen  
**Attachments:** Separation-Report.doc



## Separation Report

Employee Name: Jeff Junglen

Client Company: Branding Iron Separation Date: 02/10/2016

### 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   /  /  

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)