



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Mary Herr
Client Company: Reich's Foods Separation Date 7/25/11

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 7/15/11
- ☒ 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)

Mary gave her notice and last day worked was Friday 7/15. She is going back to school.

I certify my statements are true and correct.

Supervisor's Signature: [Signature] Date: 7/25/11