



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Rachna Pen  
Client Company: Reichel Foods Separation Date 8/11/11

### 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 8/11/11
- 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)*

Rachna resigned her position on Thurs 8/11  
shortly before her shift started. She stated  
that she wants to stay at home with her baby.

I certify my statements are true and correct.

Supervisor's Signature: Emily Trends Date: 8/16/11