



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Andrew Hugstrom
Client Company: Reichel Foods Separation Date 8/16/11

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 ___/___/___
 - 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 8/16/11
- 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)

Andrew is being terminated due to poor attendance, already had 5 unexcused absences in his first month of work.

I certify my statements are true and correct.

Supervisor's Signature: Quincy Thomas

Date: 8/16/11