



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name Minerva Martinez
Client Company: Reichel Foods Separation Date 8/18/11

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 8/18/11
 - ☐ 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)

Minerva was a NCNS for 3 days (8/16-8/18)
so we are inactivating her file as quit -
Job Abandonment.

I certify my statements are true and correct.

Supervisor's Signature Quily Thomas Date: 8/24/11