



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Anita Tovar
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)

Anita resigned her position as she was
experiencing cramps in her legs and
cannot continue working.

I certify my statements are true and correct.

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