



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Suzan Jubeck
 Client Company: Reichel Foods Separation Date: 8/22/11

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 8/19/11
 - 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)

Suzan was a NCMS from 8/15 - 8/16 and again on 8/18 - 8/19. We are inactivating her file as Quit - Job Abandonment.

I certify my statements are true and correct.

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