



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Ben Warner
Client Company: Reichel Foods Separation Date 9/1/11

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 8/30/11
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)*

Ben was terminated due to insubordination regarding changing his shift & department. He did not communicate with his supervisor and took it upon himself to work overtime hours though was not permitted.

I certify my statements are true and correct.

Supervisor's Signature: Quincy Thoms Date: 9/8/11