



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Hassan Noor  
Client Company: Richel Foods Separation Date 9/2/11

### 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 9/2/11
- \* 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)*

Hassan called in + quit, no reason given. His last day worked was Thursday 9/1.

I certify my statements are true and correct.

Supervisor's Signature: Quily Thomas Date: 9/8/11