



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Marion Combs  
Client Company: Reichel Foods Separation Date 9/19/11

### 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 9/19/11
  - 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)

Marion abandoned his job on Mon. 9/19/11. He said he needed to take some time off but never stopped in to our office to complete the necessary paperwork to do so.

I certify my statements are true and correct.

Supervisor's Signature: Quincy Thomas Date: 9/19/11