



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Reyna Garcia
Client Company: Reichel Foods Separation Date: 9/26/11

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 9/26/11
 - ☒ 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)

Reyna was a NCNS in her first week of work.

I certify my statements are true and correct.

Supervisor's Signature: Emily Theng Date: 9/26/11