



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Iris Martinez  
Client Company: Reichel Foods Separation Date 10/20/11

### 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 10/12/11
- 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)

Iris was a NCNS on 10/12/11, we are ending her assignment.

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I certify my statements are true and correct.

Supervisor's Signature: Quincy Thomas Date: 10/20/11