



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Gail Gordon
 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 10 / 18 / 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)

Gail left work without approval + quit
w/ no reason given.

I certify my statements are true and correct.

Supervisor's Signature: Emily Theng Date: 10/20/11