



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Aurelia Moya
Client Company: Reichel Foods Separation Date 11/25/11

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 11/18/11

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)

Aurelia put in her notice that her last
day would be 11/18 (Fri.)

I certify my statements are true and correct.

Supervisor's Signature: Emily Theros Date: 11/25/11