



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Larry Seitzinger  
 Client Company: Richel Foods Separation Date 12/13/11

### 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 12/16/11  
 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)

Larry was a NCNS on Mon. 12/15 & Tues. 12/16. assignment has ended for this reason.

I certify my statements are true and correct.

Supervisor's Signature: Amily Thoms Date: 12/13/11