



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Brandon Cole  
Client Company: Reichel Foods Separation Date 1/18/12

### 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 1/18/12

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)

We are unable to reach Brandon regarding available assignments nor has he tried to contact us for work.

I certify my statements are true and correct

Supervisor's Signature: Quily Thores Date: 1/18/12