



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Meghan Quast
Client Company: Reichel Foods Separation Date 2/7/12

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 ___/___/___

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 2/6/12

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)*

Meghan's assignment has ended due to poor attendance. She was given a verbal warning regarding this issue on 11/3/11, a written on 12/5/11 and finally her last chance on 12/13/11. She was spoken to about it on Fri. 2/3/12 and called in again on Mon. 2/6/12.

I certify my statements are true and correct.

Supervisor's Signature: Emily Thores Date: 2/7/12