



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Ritah Ombui
Client Company: Richel Foods Separation Date 2/14/12

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 2/13/12

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)*

Rita was laid off in the Hormel dept. due to slow production. She was placed on standby but wasn't reachable for assignments so we are inactivating her.

I certify my statements are true and correct.

Supervisor's Signature: Quincy Thoms Date: 2/14/12