



**Employer  
Solutions  
Staffing  
Group LLC**

## Separation Report

Employee Name: Mary Van  
Client Company: Reichel Foods Separation Date 2/20/12

### 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 2/14/12

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)

Mary's assignment ended due to excessive absences despite many warnings given.

I certify my statements are true and correct.

Supervisor's Signature: Emily Thomas Date: 2/20/12