



**Employer
Solutions
Staffing
Group LLC**

Separation Report

Employee Name: Tri Luong
Client Company: Richel Foods Separation Date: 2/24/12

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 12/02/11

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)*

Tri took a leave of absence to take care of a family matter, we had placed him on standby but were inactivating him as he will need to be re-hired upon his return.

I certify my statements are true and correct.

Supervisor's Signature: Emily Theros Date: 2/24/12