



## Separation Report

Employee Name: Samantha Bocik  
Client Company: Reichel Foods Separation Date 6/13/12

### 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 6/12/12
- 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)

Samantha was a No call No Show on Tues. 6/12. When we called her about it, she said that someone called her and told her she was fired. She couldn't remember the name, but neither Kelsey nor Hugh had made such a phone call; false statement.

I certify my statements are true and correct.

Supervisor's Signature: Emily Theros Date: 6/13/12