



Separation Report

Employee Name: Lisa Reiland
Client Company: Reichel Foods Separation Date 10/4/12

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 10/2/12
- ☒ 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)

Lisa quit due to finding another job.

I certify my statements are true and correct.

Supervisor's Signature: Emily Theros Date: 10/4/12