



## Separation Report

Employee Name: Charlene Shrager  
Client Company: Illusion Systems Separation Date 10/31/12

### 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 10/18/12
- 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)

poor work performance

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Dates of Employment:            to           

Starting Position:           

Ending Position:           

Supervisor's Notes:           

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I certify my statements are true and correct.

Supervisor's Signature:            Date: 10/31/12