



# Separation Report

Employee Name: Pacita Peterson  
Client Company: Reichel Foods Separation Date: 11/28/12

### 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 11/25/12
- 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)

Pacita resigned her position with no reason given.

I certify my statements are true and correct.

Supervisor's Signature: Anily Thomas Date: 11/28/12