



**Employer  
Solutions  
Staffing  
Group LLC**

# Separation Report

Employee Name: Joseph Hendrickson  
Client Company: Bechtel Foods Separation Date: 12/12/12

## 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 12/6/12
- 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)

Joe's assignment ended due to excessive  
absences in his first month of work.

I certify my statements are true and correct.

Supervisor's Signature: Amily Heros Date: 12/12/12