



## Separation Report

Employee Name: Jennifer Wolhart  
Client Company: Reichel Foods Separation Date 5/15/13

### 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 5/15/13
- 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)

Jennifer hasn't been returning calls regarding available assignments so we are inactivating her file.

Dates of Employment: 11/15/12 to 5/15/13

Starting Position: production

Ending Position: production

**Supervisor's Notes:**

I certify my statements are true and correct.

Supervisor's Signature: Kelsy Adickert Date: 5.15.13