



# Separation Report

Employee Name: Simon Cheun  
Client Company: Reichel Foods Separation Date 5/22/13

## 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 5/16/13
- 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)

Simon resigned his position due to taking a leave of absence out of the country.

Dates of Employment: 11/15/12 to 5/16/13

Starting Position: production

Ending Position: production

**Supervisor's Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Adkint Date: 5.22.13