



# Separation Report

Employee Name: Michelle Miller  
Client Company: Reichel Foods Separation Date 8/28/13

## 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 8/26/13
- 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)

Michelle called and quit on Mon. 8/26; no reason or notice given.

Dates of Employment: 7/1/13 to 8/26/13

Starting Position: production

Ending Position: production

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

I certify my statements are true and correct.  
Supervisor's Signature: [Signature] Date: 8/28/13