



Separation Report

Employee Name: Richard Harris
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 8/28/13
- ☐ 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 8/28/13
- ☐ 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)

Richard's assignment ended due to him falsifying information on his application. He stated he'd never been convicted of a crime but his background check came back with results.

Dates of Employment: 8/21/13 to 8/28/13

Starting Position: production

Ending Position: production

Supervisor's Notes: _____

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Adickert Date: 8/28/13