



Corporate Management Group
 12000 N. Washington St. Ste. 290
 Thornton, CO 80241
 Office – (303) 920-1425
 Fax – (303) 737-7767
 Contact Name: Tina Krol

Termination of Employment

Charlie Knapp Name of Employee 3/4/14 Today's Date

Last Day worked 3/4/2014

Quit Employee Initial Laid off _____ Employee Initial Terminated _____ Employee Initial

Failure to report to work _____ Employee Initial Other _____ Employee Initial

Final pay to include 3/4/2014
Worked hours for current pay period and accrued but unused PTO

Eligible for rehire _____ Yes _____ No

The following items have been turned in:

Truck	✓	
Keys	✓	
Tools	✓	
Supplies	✓	
Uniforms	✓	will drop off
Cell Phone	✓	
Other	✓	

Receipt of a fully executed copy is acknowledgement of this termination notice.

Signed Charlie Knapp Employee

Signed Tina Krol Employer



Separation Report

Employee Name: Charlie Knapp
Client Company: CLI Separation Date 3/5/2014

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 / /
- 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)

Night time shift available

Dates of Employment: 1/14/14 to 3/4/2014
Starting Position: Electrician
Ending Position: Same

Supervisor's Notes:
Charles opted on not working nights. That was the shift available

I certify my statements are true and correct.

Supervisor's Signature: Cur Fur Date: 3/5/14