



Separation Report

Employee Name: Lilia Valdez
Client Company: Reichel Foods Separation Date 5.2.11

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 5/2/11
- 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)

Lilia was scheduled for orientation
on 4.21.11. She did not show up or
call. CMG called on 4.22.11 and left a
message. She did not call back or
show up for orientation.

I certify my statements are true and correct

Supervisor's Signature: Kelsey Adelikat Date: 5.3.11