



# Separation Report

Employee Name: Marlene Batista  
Client Company: Reichel Foods Separation Date 12/31/2013

## 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 12/24/2013
- 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)

Marlene's assignment has ended due to being a no call no show on 12/24/2013. Fred calling Marlene to find out the situation but she has not returned any of his calls. Marlene has abandoned her position and is not eligible for rehire.

Dates of Employment: 10/23/13 to 12/24/2013  
Starting Position: production  
Ending Position: production.

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

I certify my statements are true and correct.  
Supervisor's Signature: Kelsey Achill Date: 12/31/13