



Separation Report

Employee Name: Alvin Mabry
Client Company: Branding Iron
Separation Date: 02/02/2015

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 02 / 02 / 15
- ☐ 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)

Alvin called stating he was quitting because he was going to look for a better job. Two days later he called back asking if it was too late to get his job back. He had an attendance issue as well.

I certify my statements are true and correct.

Supervisor's Signature: Renee Burns

Date: 02/18/2015