



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**

Michael Borelli 5-14-15  
 Name of Employee Today's Date

Last Day worked 5-13-15

Quit \_\_\_\_\_ Laid off \_\_\_\_\_ Terminated \_\_\_\_\_  
 Employee Initial Employee Initial Employee Initial

Failure to report to work \_\_\_\_\_ Other \_\_\_\_\_  
 Employee Initial Employee Initial

Final pay to include \_\_\_\_\_  
 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		
Cell Phone		
Other		

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

Signed \_\_\_\_\_  
 Employee

Signed Tina Krol  
 Employer



## Separation Report

Employee Name: Michael Borelli  
Client Company: Colorado Lighting, Inc. Separation Date 5-13-15

### 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)

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Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Starting Position: \_\_\_\_\_

Ending Position: \_\_\_\_\_

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

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I certify my statements are true and correct.

Supervisor's Signature: *Chris F...* Date: 5/14/15