



Separation Report

Employee Name: Kenneth Morgan
Client Company: Branding Iron Separation Date: 02/09/2016

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 __02__ / __09__ / __16__
- 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)*

Ken didn't divulge all of his criminal background history when he filled out his new hire paperwork. Since we received his Official Criminal Background and there was 11 more charges that he did not report.

I certify my statements are true and correct.

Supervisor's Signature: Renee Burns Date: 02/09/2016