



Separation Report

Employee Name: Omar Ali
Client Company: Richelwoods Separation Date: 12/31/13

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 12/10/13
- 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)

Omar was a no call no show on 12/23 and 12/24. Tried contacting him on 12/23 Monday to find out situation - left message. He stated plant was closed on Monday 12/23. All lines were running on Monday 12/23. He did not attempt to call the CMG office. Therefore he has resigned his position due to job abandonment.

Dates of Employment: 8/05/12 to 12/23/13

Starting Position: _____

Ending Position: _____

Supervisor's Notes: _____

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Admitt Date: 12/31/13