



Separation Report Form



Employee name: Christopher Pearson	Employee number: 1012441	Job title: production
Department:	Shift:	Supervisor:
Offense track: ☐ Performance issue ☐ Work rule violation Work rule violated, if any:		
Type of offense: ☐ Absenteeism ☐ Tardiness ☐ Leaving work area without permission ☐ Misuse of property/equipment ☐ Damaging/Losing property/equipment ☐ Using property/equipment for personal use ☐ Leaking confidential information ☐ Theft or fraud ☐ Lying or cheating ☐ Falsifying company documents ☐ Unsafe behavior ☐ Eating in undesignated areas ☐ Smoking in undesignated areas ☐ Posting items without permission ☐ Fighting or creating conflict ☐ Spreading gossip ☐ Using vulgar language ☐ Rudeness ☐ Abusiveness ☐ Horseplay ☐ Indecent behavior ☐ Bringing weapon onsite ☐ Bringing illegal drugs/alcohol onsite ☐ Failing to follow instructions ☐ Poor work quality ☐ Poor work quantity ☐ Refusing to work ☐ Sleeping on the job ☐ Poor hygiene ☐ Poor housekeeping ☐ Disregarding dress code ☐ Other		
☒ Voluntary quit		
Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.) Chris quit as he got another job		
Completed by:		Date:
(Shaded area to be completed by Human Resources only.)		
Progressive step: ☐ Oral warning* ☐ Suspension (unpaid) ☐ Release ☐ Written reprimand ☐ Discharge ☐ Suspension (paid) <i>*File apart from personnel files and copies thereof</i>	Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____	
Consequence if incident occurs again:		
Human Resources Signature(s):	Date: 4/10/14	
Employee statement: ☐ I agree with the incident description above. ☒ I disagree with the incident description above. Date report presented to employee: _____		
Employee comments: (Attach sheets if necessary.)		
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.		
Employee signature: _____		Date: _____
Witness signature (if any): _____		Date: _____
Signature of person presenting report: _____		Date: _____