



EMPLOYEE SEPARATION REPORT – CHICAGO SCOOPS, LLC – 1901 N Clybourn Ave, Ste 401, Chicago, IL 60614

Store Number:

Last day worked:

Employee Name:

Separation Effective Date:

Eligible for rehire: Yes No

VOLUNTARY SEPARATION:

Notice given: Yes No

Is this separation due to a request or suggestion from management? Yes No

(If yes, please complete termination section below)

Reason for voluntary separation (check all that apply):

Failure to call-in or report for work

Illness or Injury

Other employment (scheduling conflict or new)

Change of residence

School, marital, or family obligations

Termination:

Was the employee warned that their job was in jeopardy? Yes No

Reason for termination (check all that apply):

Attendance – tardiness or absenteeism

Unable to perform job duties/under qualified (no alleged misconduct)

Under the influence of alcohol or non-prescription drug

Insubordination

Negligence or poor performance

Theft

Incarceration

Violation of company policy

Quarrelling or fighting on the job

Other _____



Please describe in detail the final incident which lead to the separation or termination:

How and when were warnings given?

Supervisor or General Manager's signature:

Date:

By signing, I acknowledge the receipt of this termination/separation notice from Cold Stone Creamery & Chicago Scoops, LLC.

Employee signature:

Date: