

# MEMCO

MAREK EMPLOYMENT MANAGEMENT COMPANY

## Separation Notice

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Company Assigned \_\_\_\_\_ Separation Date \_\_\_\_\_

\_\_\_\_\_ Quit

\_\_\_\_\_ No Show

\_\_\_\_\_ Assignment Completed

\_\_\_\_\_ Assignment Terminated

\_\_\_\_\_ Other (explain below)

\_\_\_\_\_  
\_\_\_\_\_

To better serve you with future personnel needs, please complete the information below.

Re-Assignable ( )    Questionable Re-Assignment ( )    No Re-Assignment ( )

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_