Notification of Employee Leaving Form

Please ensure that this form is sent to HR as soon as an employee resigns. Please note that any forms need to be received in time for processing on payroll will not be paid correctly in their final payment and may be overpaid.

Ensure that the employee's resignation letter/email is forwarded to Go HR so a resignation acknowledgement letter can be produced.

Leaver's details:	
Employee Name:	
Employees Home address:	
Employment end date:	
Reason for Leaving:	☐ Resignation ☐ Fixed Term Contract ended ☐ Redundancy ☐ Other _____
Department:	

Final Payment details (Go HR can assist with this being completed)	
Number of contractual days worked (include any booked holidays taken) during the last month of employment:	
Number of days/ hours holiday accrued in the current holiday year:	
How many days/ hours holiday will have been taken this holiday year up to the leave date?	
Have all overtime sheets and expenses been submitted?	
Is the employee's email to be forwarded / removed? (please delete as appropriate)	
If the email is to be forwarded, please state who it is to be forwarded to:	
Number of days/ hours annual leave to be paid / deducted:	
Other final payments/ deductions: E.g. Loan or training repayments.	
Manager signature: **Date:** **Manager Name:**	
Date passed to Payroll:	