

<client logo>

LEAVERS FORM

Please complete and place in the "For Action" folder along with a scanned copy of the resignation letter.

Email <email@target-hr.co.uk> to confirm the form is ready to action

First Name (s)		Surname	
Job Title		No of days Holiday entitlement	
Last Day of Employment		No of days carry over to be added	
		No of days holiday taken <u>as at date of leaving</u>	
		No of pro rata days/hrs to be paid	

REASON FOR LEAVING (enter any further details in right hand column)

Resignation		
End of Fixed Term Contract		
Retirement		
Redundancy		
Dismissal		
Other (please give details)		

Is the employee willing to take part in a telephone exit interview **YES / NO**

If yes please provide contact telephone number :



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Future Private Address (if known)

Line Manager:

Date :

For HR Use Only

Processed by (HR Admin)

Date

