**Line Manager to complete**

**Employee Details:**

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Job Title:** |  |
| **Line Manager:** |  |
| **Last working day:** |  |
| **Accrued Annual Leave not taken:** |  |
| **Reason for leaving:** |  |
| **Forwarding Address/Email/Telephone:** |  |
| **Comments:** |  |

|  |  |
| --- | --- |
| **Employee signature:** | **Date:** |

**For HR Department Use:**

|  |  |
| --- | --- |
| **Leavers Form Received Date:** |  |
| **Resignation Acknowledgement sent:** |  |
| **Exit Interview completed:** |  |
| **Comments:** |  |
| **HR Signature:** | **Date:** |

**For Payroll Use:**

|  |  |
| --- | --- |
| **Amount of Annual Leave to be paid/deducted** |  |
| **Date of Final Salary Payment:** |  |
| **DateP45 completed/issued:** |  |
| **Comments:** |  |
| **Payroll Signature:** | **Date:** |

|  |  |
| --- | --- |
| **Additional Information:** |  |