Final Salary Details

Please complete this form and forward to [ ] prior to the payroll being processed. Attach the exit interview form and any letters from the staff member.

Without this form we may continue to pay staff.

NAME:	……..
ADDRESS:	…….
	……
	……
Reason for leaving: :	
Date of leaving:	
Pay in lieu of notice:	
Any additional pay:	
Holiday entitlement:	Days taken:
	Balance due:
	Amount to be deducted:
Any other additions:	
Any other deductions:	

Authorisation: ……(Manager)

Counter-signed: ……

Date: ……