



# Final Salary Details

Please complete this form and forward to \_\_\_\_\_ prior to the payroll being processed.

Attach the exit interview form and any letter from the staff member. Without this form we may continue to pay staff.

Name

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Address

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Date of leaving

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Pay in lieu of notice

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Any additional pay

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Holiday entitlement:

Days taken

Balance due

Amount to be deducted

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Any other additions

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Any other deductions

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Authorisation

(Manager)

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Counter-signed

Date

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