

Termination of Employment or Assignment

School	
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Assignment No								-			
Surname								Forenames			
Leaving date											

Terminating Employment:	All Contracts		Specific Contracts only*		*Please Specify	
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Reason for Leaving	
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Additional payments required	
Description	Amount
	£
	£
	£

Additional deductions required	
Description	Amount
	£
	£
	£

Comments/Other information (including allowance override cost code if applicable)

Settlement Agreements (if applicable): please note that a copy of the agreement is required to be supplied before payment may then be processed.

Authorised Signatory		Date	
Print Name		Designation	

Note: As per standing Schools Financial Regulations, this form must be authorised by a designated officer employed by the school.

Please submit completed forms to HR Transactional Services via our webxchange address: T3339986_HR_Pay_ (name of your school)

Payroll use only:

Actioned to Payroll By		P45 details (Label)
Date Input		
No P45 due (remaining in employment)		
Date NI card returned		
Supervisor hierarchy Updated	Yes/No	