



DETAILS OF EMPLOYEE LEAVING

NAME: _____

TODAY'S DATE: _____

DATE OF DEPARTURE: _____

EMPLOYMENT LOCATION: _____

CONTRACT TYPE: **Contract for Services / Contract of Employment**

WORK CLOTHING RETURNED? **YES** **NO**
If yes, please give details: _____

REASON FOR DEPARTURE: _____

FORWARDING ADDRESS: _____

TEL NUMBER: _____

ANY FURTHER DETAILS: _____

SIGNED: _____

DATE: _____

