

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
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Any other additions _____

Any other deductions _____

Authorisation _____ (Manager)

Counter-signed _____ Date _____