

Leavers Form

Please submit this form to – HR.sharedservices@greencore.com



You should only complete this form using Adobe Reader otherwise the drop down information provided may not be visible to the recipient.

Site/Location:

Pay Frequency:

Payroll No:

Forename:

Surname:

Address Details:

Last Working Day:

Leaving Date:

Return of equipment checklist: Please ensure that the leaver has returned all company property and equipment prior leaving the business.

IT equipment:

Access cards:

Keys:

Other:

Reason for Leaving:

If resignation, please provide details:

Would you re-employ?:

Is the colleague a manager?:

If yes, where should direct reports transfer to?:

Transfer to alternative payroll or site:

Site (if app):

Holidays

Accrued Holidays Due:

Total Holidays Taken:

Holidays Bought:

Outstanding Holidays:

Agreed Termination Arrangements (if app)

Post Employment
Notice Pay:

Termination Pay
Amount:

Ex gratia Pay Amount:

Settlement Agreement
Attached:

Additional Comments

Authorised By:

Position:

Date:

HR Shared Services Use Only

Name:

Date:

System changes made

Payroll informed

Payroll Use Only

Holiday Pay

PIL Taxable

PIL Non Taxable

Termination payable

Exgratia Payments

No. of days salary

Other

Final salary

Checklist - Payroll only *(Confirm date following items are sent out)*

P45

Payslip

Pension

P46 Car Sharesave

C/ Tax, Westfield

etc Credit Card

Other

Making every day taste *better*