



LEAVING EMPLOYEE FORM

Employer details

Company name

Employee details

Last name

First names

Are you male or female male female

Date of birth

Address line 1

Address line 2

Postal town/City Postcode

NI Number

Employee telephone number

Employee email address

Leaver information

Leaving date

Resignation letter received

Department title or code Position

Reason for leaving

Outstanding holiday entitlement
to be paid

P45 required yes

Notes

Signed

Date

Office use

Date Entered

P45 issue date

Employer please return to:

Cox & Co. Payroll Solutions Ltd
Unit 10 | Londonderry Farm
Willsbridge | Bristol | BS30 6EL

Email: over2u@coxpayrollsolutionsltd.co.uk
Tel: 0117 9323444