

# 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 \_\_\_\_\_