



Department  
of  
Human  
Resources.

### Resignation Form

This form should be completed by Heads of Department or a designated individual, attached to a letter of resignation, and forwarded to the Department of Human Resources as confirmation of a staff member's resignation.

To:	Department of Human Resources
From:	
Date:	

#### Employee Details

Name:	
Job Title:	
Department and sub-section (if applicable)	
Confirmed End Date:	
Outstanding Annual Leave to be Paid:	
Employment destination on leaving (if known):	
Has the employee indicated that s/he shall be retiring and drawing his/her pension?	

Resignation letter attached:  (Please tick)