



The
University
Of
Sheffield.

Human
Resources.

Leaver 1
Version 11/12

Leaving Employment Form

This form should be completed by Heads of Department or a designated individual, and forwarded to Human Resources to indicate when a member of staff is leaving the University. Where appropriate please attach letter of resignation. This data is collected by Human Resources in order to comply with the requirement of the Higher Education Statistics Agency.

To:	Human Resources, Arts Tower
From:	
Date:	

Employee Details

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

Employment destination on leaving:

England	
Wales	
Scotland	
Northern Ireland	

Other UK	
Other EU	
Non EU	
Not Known	

Resignation letter attached: (Please Mark)