

SOURCE

HR & RECRUITMENT

Application for Resignation/Final Pay

Please complete this form if you are resigning from Source HR & Recruitment and return it to your consultant or accounts@sourcehr.co.nz

RESIGNATION

Please accept this as a formal notification that I wish to discontinue using the temporary employment services of Source HR & Recruitment Ltd and would like to apply for all outstanding monies outstanding to me.

Today's Date: _____

Employee Name: _____

Date of Resignation/ last day of work: _____

Reason for resigning from Source HR & Recruitment: _____

Are you requesting your total annual leave pay?

YES

NO

NOTE: Payment is subject to approval by the Divisional Manager of Source HR & Recruitment.

Signature of Temporary Employee: _____

Signature of Consultant/Manager: _____