

# 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](mailto: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:** \_\_\_\_\_