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**Casual Leaver Form**

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| Name: |  |
| Leaving Date: |  |
| Job Title: |  |
| Department: |  |
| Address for P45 to be sent to\*: |  |
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\*Please be aware that we are only able to issue one P45 so it is important that you provide the correct address for this to be sent to.

**NB. P45’S WILL BE SENT OUT AFTER YOUR LAST PAY DATE, IF YOU HAVE NOT RECEIVED YOUR P45 PLEASE WAIT UNTIL AT LEAST ONE MONTH AFTER YOUR LAST PAY DATE TO CONTACT US.**

Please return this form to HR in Tanglewood.

Please return your staff ID badge to Alana Whitcombe, Accounts, Tanglewood.