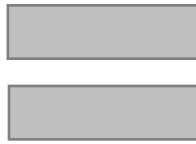


THIS FORM MUST BE SAVED TO YOUR LOCAL PC  
BEFORE YOU COMPLETE AND EMAIL



## LEAVING EMPLOYEE FORM

### Employer details

Company name

### Employee details

Last name

First names

Are you male or female  male  female

Date of birth

Address line 1

Address line 2

Postal town/City  Postcode

NI Number

Employee telephone number

Employee email address

### Leaver information

Leaving date

Resignation letter received

Department title or code  Position

Reason for leaving

Outstanding holiday entitlement  
to be paid

P45 required  yes

Notes

Signed

Date

### Office use

Date Entered

P45 issue date

Employer please return to:

Cox & Co. Payroll Solutions Ltd  
Unit 10 | Londonderry Farm  
Willsbridge | Bristol | BS30 6EL

Email: [over2u@coxpathrollolutionsltd.co.uk](mailto:over2u@coxpathrollolutionsltd.co.uk)  
Tel: 0117 9323444