**Termination Form**

**The notification of termination form must be completed, signed and submitted by email as soon as termination date is known to prevent overpayment of salary.**

**If the employee is retiring, please state this to allow enough time for pension forms to be submitted.**

For employees transferring to another post within the MAT, please complete a notification of appointment form and give details in the “additional information” box.

Please submit completed forms to HR: HR@bebcmat.co.uk along with a copy of the email or letter of resignation or confirmation.

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| **Termination Details** |
| **NAME:** |  |
| **SCHOOL:** |  |
| **POST:** |  |
|  |
| **Reason for termination of contract or reason for leaving:** |  |
| **Actual Termination Date:** |  |
| **Date Notified:** |  |
|  |
| **Additional Details / other information:** |  |
| **Details of next employer:**(if known) |  |
| **Supporting documents included**(email/letter) |  |
|  |
| **Deadlines:**Please ensure forms are submitted prior to the payroll deadline date (15th of the month) to enable input and action onto the system. |
| **Headteacher signature:** |  |
| **Date:** |  |