**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](mailto:HR@bebcmat.co.uk) along with a copy of the email or letter of resignation or confirmation.

|  |  |  |
| --- | --- | --- |
| **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:** |  | |