
Please amend/delete red text before sending

Private and Confidential

Full Name

Address

Enter a date.

Dear First Name,

LEAVING EMPLOYMENT

I am writing to formally confirm that your last day of employment with the Council will be

Enter a date..

Your annual leave entitlement was recalculated based on your leaving date and your manager has confirmed **all of your outstanding leave will be taken before your last day or you have insert number of hours of untaken annual leave remaining which will be paid with your final salary**. If applicable, please ensure any outstanding flexi or lieu time is taken before your last day.

Please delete if this is not applicable to the employee Regarding outstanding monies owed to the Council, our records show you owe for repayment of:

- relocation expenses
- training fees
- unpaid loan
- cycle to work scheme

The outstanding monies outlined above will be recovered from your final salary – if you would like to discuss this further, please contact me.

Any ICT or other Council equipment should be returned directly to your line manager, or representative, on your last day of employment.

Please complete our Exit Questionnaire by clicking this link, your feedback would be greatly appreciated: <https://forms.office.com/e/Kj44dZTwrP>

On behalf of Cumberland Council, I would like to take this opportunity to thank you for your service and extend our best wishes to you.

Yours sincerely,

Full Name

Position

Contact number

Email address