

From: unitec.noreply@unitec.ac.nz [mailto:unitec.noreply@unitec.ac.nz]

Sent: [date]

To: [Various service area emails including IMS; Library; Health & Safety; Learn & Develop; etc]

Subject: Employment Ending – Joe Bloggs

This is to advise you that Joe Bloggs is leaving our employment. The details are:

Emplid: [ID#]

Rec#: 0

Job Title: [Position]

Regular/Temporary: [R/T]

Full Time /Part Time/Casual: [F/P/C]

Last Day of Work: [date]

Department: [Department cost code & name]

Please would you ensure that the relevant tasks on the Employee Clearance form are completed prior to their departure.

Please contact the HR Department if you have any queries