

Kia ora XXXXX

We are writing to acknowledge your resignation from the position of XXXXXX and to thank you for the personal contribution that you have made through this role to Unitec, our staff and our students. We confirm that your last day of work will be XXXXXX.

Each month, we publish the names of kaimahi who have left Unitec on Te Aka. If you prefer not to have your name included on this list, please respond to this email to let us know.

Leaving arrangements

Following your resignation, please complete the attached Employee Clearance Form, ask your manager to sign it, and then **email** the completed form to the Payroll department prior to your leaving so that your final pay can be actioned (e. payroll@unitec.ac.nz).

All accesses to systems and IMS services will be disabled as at your last day of work.

Please find below a link that can assist you with any further guidelines:

<https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/02/Staff-Leaving-Employment.pdf>

Could you also please complete the attached handover document to help ensure business continuity for ākongā, our colleagues and partners. Please email this document to your manager and to human.resources@unitec.ac.nz.

Bond repayment (Check if have a bond –)

Please note that the agreed term of your bond for removal and travel expenses OR tuition fees has not yet expired and, as outlined in the bond agreement you are required to pay Unitec the amount of **\$xxx**. This amount will be deducted from your final pay and represents the bonded sum minus the 25% for every six-months service period that has been completed following the date of payment or reimbursement made by Unitec. If the amount of your final pay is insufficient to cover the bond debt, we will be in touch with you to make alternative arrangements.

Exit Interview

As you leave Unitec, you have a unique perspective on the strengths and weaknesses of our Organisation. We value any constructive feedback that you have about your experiences of working for Unitec and would like you to complete an [exit interview questionnaire](#) online or attend an exit interview in person before you leave. To arrange an interview, you can contact your HR Business Partner.

We would like to thank you again for your service to Unitec and wish you every success and much happiness for the future.

Ngā mihi

Human Resources