



Country High School Hostels Authority
Government of Western Australia



EXIT FORM

PERSONAL DETAILS	
College:	Position:
Surname:	Given name: Title:
Contact address:	
	Postcode:
Contact Number:	Email:

REASON FOR CEASING EMPLOYMENT	
Resignation <input type="checkbox"/>	Cessation of fixed term contract <input type="checkbox"/>
Retirement <input type="checkbox"/>	Cessation of casual employment <input type="checkbox"/>
Death of employee <input type="checkbox"/>	Termination due to discipline <input type="checkbox"/>
Redundancy <input type="checkbox"/>	Voluntary Severance <input type="checkbox"/>

LEAVE DETAILS	
Date commenced:	Cessation Date:
Name of Agreement/Award:	
Pay Rate:	
Annual Leave:	Accrued days: Pro rata days:
Long Service Leave:	Accrued days: Pro rata days:
Accrued Days Off:	Between Term Leave:
Calculations Compiled By:	Signature:
Calculations Checked By:	Signature:

ADMINISTRATIVE ASSISTANTS CHECKLIST	
Letter accepting resignation on personal file <input type="checkbox"/>	Inspected residence <input type="checkbox"/>
Returned all college keys <input type="checkbox"/>	Cancel private telephone line at residence <input type="checkbox"/>
Refunded Bond if applicable <input type="checkbox"/>	
Payout of all entitlements <input type="checkbox"/>	Files returned to Administrative Assistant <input type="checkbox"/>
Amended staff profile <input type="checkbox"/>	
Completed Staff Variation Advice and forwarded to Central Office <input type="checkbox"/>	Network logon disabled <input type="checkbox"/>
	Email records cleared off system <input type="checkbox"/>
Closed personal file <input type="checkbox"/>	Notified Government Employees Superannuation Board <input type="checkbox"/>
Sent out Group Certificate <input type="checkbox"/>	

SAMPLE LETTER OF RESIGNATION TO EMPLOYEE

NAME
ADDRESS
SUBURB/TOWN/STATE/POSTCODE

Dear

Resignation

It is with regret that I accept your resignation effective as at the close of business on

Please find enclosed our cheque for \$....., less taxation, representing payment of:

- salary to date of resignation;
- number of days accrued annual leave and pro rata annual leave;
- number of days between term leave; and
- if applicable, accrued long service leave (Pro rata long service leave entitlement is paid out only on retirement due to ill health, death or aged over 55 years of age.)

The Government Employees Superannuation Board has been advised that you have resigned from theResidential College.

(Optional - paragraph stating specific role they fulfilled/something positive about their contribution or achievements/length of dedicated service etc to the College.)

On behalf of the Local Board of Management, staff and students I thank you for the contribution you have made to theResidential College and I wish you all the best with your future endeavours.

Yours sincerely

COLLEGE MANAGER

DATE