**Notice of Cessation of Employment (NCE)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Name of Department/Agency** | |  | | | | | | |
| 1. **EMPLOYEE DETAILS** | | | | | | | | |
| **Name:** | |  | | | | | | |
| **Personal Tax Number (RMD# number):** | |  | | | | | | |
| **Position Title:** | |  | | | | | | |
| **Division:** | |  | | | | | | |
| **Cessation Date:** | |  | | | | | | |
| 1. **DEPARTURE REASONS** | | | | | | | | |
| Resignation | |  | | | | | | |
| End of Employment Agreement | | Redundancy | | | | | | |
| Employment Terminated | | Deceased | | | | | | |
| Retirement | | End of Political Term | | | | | | |
| Exit Interview offered: Agency Internal  OPSC Survey link | | | | | | | | |
| 1. **FINAL PAYOUTS** | | | | | | | | |
| **Annual Leave Entitlement Due (hours)** | |  | | | | | | |
| **Salary balance (working hours due)** | |  | | | | | | |
| **\*Final Payroll Deductions to cease** | | Yes |  | | No | |  | |
| **Tax Certificate Requested** | Yes  *Provide personal email address* | | |  | | No | |  |

**REQUIRED DOCUMENTATION**

|  |  |
| --- | --- |
| **Attached** | **Tick** |
| Resignation letter from employee |  |
| Resignation acceptance letter from employer  Or Termination letter |  |
| Time sheet (extra hours due) |  |
| \*Payroll Advice (outlining changes to last pay) |  |

**Authorised Signatories**

|  |  |  |
| --- | --- | --- |
| **Head of Department/Agency name** | **Signature** | **Date** |
|  |  |  |

***Internal Use ONLY:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature/date** | **Tick** |
| OPSC – Loaded to PG – HR |  |  |  |
| MFEM – Loaded to PG – Payroll |  |  |  |
| MFEM – Payroll Termination Complete |  |  |  |