**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 employerOr 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 |  |  |[ ]