Departure notice (to be completed by the employer - please complete in block capitals)						
1. Company:		Contract no.:				
2. Personal de	tails of the	departing per	son:			
Surname:		First name:				
Street, no.:		Postcode/Town:				
Date of birth:						
Civil status:	□ single	☐ married*	☐ in registered partnership	☐ divorced*	□ widowed*	
*Date of marriage / registered partnership / divorce / widowhood:						
□ yes			red person is or was fully		the date of departure:	
5. Remarks:						
6. Signature: By signing this	document, t	he employer con	firms that the information give	n is complete and co	orrect.	
Place, date			 Sta	mp, signature of	the employer	