



# Notification of Exit

To prevent overpayment, please ensure the approved form is forwarded to the HR Service Centre as soon as possible.

## Employee Details

Name	Staff Number	Campus
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Exit Type	Exit Date	
<input type="text"/>	<input type="text"/>	

## Forwarding Addresses

Email Address	Postal Address (if changing)
<input type="text"/>	<input type="text"/>

I acknowledge that my final pay will be processed into the next available pay following my date of exit.

Employee	_____	_____	_____
	Name	Signature	Date

## Authorisation

☐ Exit Notice Accepted ☐ Position to be Retained ☐ Position to be Ended

Authorised By General/Area Manager	_____	_____	_____
	Name	Signature	Date

To prevent overpayment, please ensure the approved form is forwarded to the HR Service Centre ([hr@csu.edu.au](mailto:hr@csu.edu.au)) as soon as possible