

DISCONTINUATION OF SERVICE FORM FOR TEMPORARY STAFF

A. PERSONAL DETAILS

UT Number Last working day

Department

Reason for leaving employment (e.g. resignation/retrenchment/dismissal)

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Name Surname Title

Date of birth ID/passport number

Telephone number (h) Cell phone number

Telephone number (w) Email address

B. RETURNING UNIVERSITY PROPERTY

Any of the following items in my possession will be returned to the relevant divisional/departmental head before my retirement:

- Keys:
- Clothing, such as uniforms:
- Identification card/access permit:
- Any other university property:

Arrangements have been/are being made for the above items to be returned before my last day of employment.

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DATE

.....
SIGNATURE

C. DIVISIONAL HEAD / DEPARTMENTAL CHAIRPERSON

Comments:

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DATE

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SIGNATURE