

EMPLOYEE TERMINATION PAY IN LIEU OF NOTICE FORM

Payroll & Human Resources Division

EMPLOYEE DETAILS

Employee Name		Employee ID	
Department		Job Title	
Termination Date		Notice Period Required	

PAY IN LIEU OF NOTICE CALCULATION

Description	Rate / Basis	Total Amount
Regular Base Salary / Wage		
Notice Period to be Paid (Weeks/Months)		
Gross Pay in Lieu of Notice		
Less: Income Tax Deductions		
Less: Statutory Pension Contribution		
Less: Other Deductions		
Net Pay in Lieu of Notice		

PAYMENT DISTRIBUTION DETAILS

Bank Name		Account Number	
Routing / Sort Code		Payment Date	

AUTHORIZATION & SIGNATURES

Prepared By (Payroll Specialist)

Date

Authorized By (HR Manager / Director)

Date

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