



Personal Assistant Leaver Form



PLEASE COMPLETE THIS FORM IN **BLOCK CAPITALS**

NAME OF EMPLOYER _____

PA DETAILS:

Surname _____

Forename _____ Title _____

FINAL PAYMENT & P45

Last date PA worked/will work _____

Have you sent in the PA's final time sheet? (please circle) _____ yes _____ no

Is your PA entitled to any holiday pay? (please circle) _____ yes _____ no

Have you included any holiday pay owed on the time sheet? (circle) ___ yes ___ no

If yes, how many hours/days/sleep-ins are owed?

Please note: we are unable to send out a P45 until we receive the final timesheet.

Do you require the P45 to be sent to (please circle) ___ your address? ___ your PA's address?

Signed (Employer) _____ Date _____