

TRIANGLE recruitment

Application for Resignation/Final Pay

Please use this form if you are resigning from Triangle Recruitment.

RESIGNATION

Please accept this as a formal notification that I wish to discontinue using the temporary employment services of Triangle Recruitment Ltd and would like to apply for all outstanding monies outstanding to me.

Today's Date: _____

Employee Name: _____

Date of Resignation/ last day of work: _____

Reason for resigning from Triangle Recruitment: _____

Are you requesting your total annual leave pay? YES ☐ NO ☐

NOTE: Payment is subject to approval by the Divisional Manager of Triangle Recruitment.

Signature of Temporary Employee: _____

Signature of Consultant/Manager: _____