

## Notice of Resignation

### Instructions for completing the Notice of Resignation Form



#### When to use this form

This form is to be completed by continuing or fixed-term staff resigning their appointment from Monash University.

Receipt of this form by Monash HR will constitute official notification by the staff member.



#### Where and when to send this form

This form is to be completed, signed and forwarded to your HR service hub prior to leaving the University.

For assistance please contact HR Enquiries on 990 20400

Monash HR privacy collection statement is located at:

<http://www.privacy.monash.edu/guidelines/collection-personal-information.html#hr>



#### Policy references

Prior to completing this form, please ensure you are familiar with and adhere to the University's Leaving Monash Procedure – Resignation and Exiting the University accessible at <http://www.adm.monash.edu.au/workplace-policy/termination/staff-separation/>

The prior approval of the Dean or Divisional Director is required for any request for early release. <http://www.adm.monash.edu.au/workplace-policy/termination/staff-separation/>



#### Other references

Please submit any requests for leave during the notice period through [ESS](#) or attach an [application for leave](#) form.

For information regarding superannuation please contact the Superannuation Office, Monash HR on 990 29497.

For information on payment summaries please refer to:

<https://blogs.monash.edu/hr/2011/06/16/201011-payment-summaries/>



## Notice of Resignation

### Personal Details

Personnel Number:

Family Name:

Given Names:

School:

Department:

Faculty/Division:

### Details of resignation

I hereby tender my resignation from my appointment effective from the close of normal duties on

Are you resigning from your position to take up another position within the University?

If yes, please specify details

Has an early release date been approved by the Dean or Divisional Director?

If no, please note approved date of release:

Will leave be taken during the notice period?

### Staff acknowledgement

I acknowledge that:

- I am required to advise Monash HR of any change of address prior to July 1 to enable my Payment Summary to be mailed to the correct address; and
- I have finalised any outstanding liability for overpayments, OSP, staff study support and travel and removal expenses prior to my final day of employment.

Signature:

Date:

### Supervisor approval

Signature:

Name:

Date:

### HR Operations use

SAP Updated:

Date

/ /

Payment processed by:

Date

/ /