



SALARY ADVICE

DATE

EMPLOYEE:

DEPARTMENT:

POSITION:

REMUNERATION REVIEW

CURRENT RATE:

NEW RATE

NOTICE OF EMPLOYMENT

POSITION TERMINATED

☐

WITH PAY

☐

WITHOUT PAY

☐

DATE IF TERMINATION

HAVE PAY READY BY

EMPLOYEE RESIGNATION

DATE OF RESIGNATION

HAVE PAY READY BY

ACCOUNT STATUS

Reason for change

Financial Controller/
General Manager Approval

Signed

Date