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| --- | --- |
| Day DD Month YYYY | **Name & Qualifications**  Position  **Department / School / Centre**  **+61 2 6125 2229**  +61 2 6125 5568  name@anu.edu.au  Canberra ACT 0200 Australia  **www.anu.edu.au**  CRICOS Provider No. 00120C |
| Contact Officer: [\*\*\*] Telephone: [\*\*\*] Uni ID/File No: [\*\*\*]  Name  1234 Street Ave |

Dear [\*\*\*]

**Confirmation of** [Insert separation type]

Thank you for your notification of [insert separation type] dated [insert date] which has been accepted with effect from close of business on [insert date]. I would like to take this opportunity to thank you for your services to the University and remind you of some administrative matters that require your attention before you leave.

The attached departure checklist details the administrative requirements to be performed by you and your supervisor. This form **must** be completed and returned to the Remuneration and Conditions Branch on or before your final day of employment.

Your final pay will be paid into your current bank account on the payday following your separation date and your payment summary will be posted to your mailing address at the end of the current financial year.

Please ensure that you have recorded your correct contact details and mailing address on the HORUS website: <http://horus.anu.edu.au>. Details of your final entitlements will also be available for you to access via HORUS for a period of 21 days following cessation of employment. If you have any future related enquiries or your address details change following the 21 day period, but prior to receiving your payment summary, please contact the Remuneration & Conditions Branch, Chancelry 10A on 6125 3346 or via email at [employment.services@anu.edu.au](mailto:employment.services@anu.edu.au).

If you hold a current ANU Parking Permit please contact the Transport Office on 6125 3649 or parking@anu.edu.au and they will advise what you need to do to cancel or change your Parking Permit to avoid the accumulation of a potential parking debt.

If you are a UniSuper member please refer to the Unisuper website <http://www.unisuper.com.au/home> and the enclosed booklet “Leaving your Job” for current information and options following your departure from the University. For further consultation and advice please contact UniSuper directly on 1800 331 685.

If you are a member of ComSuper please contact the superannuation officer at the Remuneration and Conditions Branch on 6125 4737 to discuss your ComSuper arrangements.

Please note if you are holding a sponsored temporary resident visa with the University, you are required to maintain your private medical insurance until you depart Australia.

I would also like to remind you that, unless you indicate otherwise, the University will have a continuing licence to use course materials you created while in your employment with the University.  For more information please refer to the [Intellectual Property Policy](http://policies.anu.edu.au/policies/intellectual_property/policy)[[1]](#footnote-1).

You are encouraged to complete an Exit Survey prior to your departure from the University. As a departing staff member you have a unique perspective from which to comment on the strengths of our organization and any improvements which could be made. Participation is voluntary and your comments and constructive feedback will be used to help inform, shape and improve future employment practices and initiatives at the ANU.

The survey can be accessed at the following web address; it should take approximately 15 minutes to complete:

**Log in:** University ID

**Password:** HORUS password

[https://apollo.anu.edu.au/default.asp?pid=5953](https://apollo.anu.edu.au/default.asp?pid=5953" \o "Go to this poll." \t "_blank)

Your responses will be treated confidentially and will not be linked to your university records; your university ID is provided for login purposes only and it will not be used to identify any responses that you provide. If you prefer to remain anonymous the University respects your decision to omit any personal identifying details. This survey will be available to you for 21 days from cessation of employment.

Any other correspondence and enquiries should be directed to the contact officer on the above number. May I wish you well in your future endeavours and I hope that you will continue to take an interest in our University.

Yours sincerely,

(Signature Block)

***Further enclosures for your information:***

* UniSuper booklet “Leaving your Job”
* Departure Checklist

1. <http://policies.anu.edu.au/policies/intellectual_property/policy> [↑](#footnote-ref-1)