

Date: [Insert Date]

To: [Manager Name]

Position: [Centre Manager / Franchise Owner]

Club: [Club Name / Location]

Subject: Notice of Resignation

Dear [Manager Name],

I am writing to formally tender my resignation from my position as [Your Job Title] at Universal Athlete Centre (UAC), effective [Last Working Day, minimum 4 weeks from today's date unless otherwise agreed].

I want to thank you and the team for the opportunities and experience I've gained during my time with UAC. It has been a pleasure to contribute to the growth of the club and its members.

During my notice period, I am committed to completing all handovers, assisting in training my replacement, and ensuring a smooth transition for the team.

Please let me know if there are any additional exit procedures I should complete before my departure.

Thank you again for the support and collaboration.

Kind regards,

[Employee Full Name]

[Job Title]

[Signature (if printed)]



Date: [Insert Date]

Employee Name: [Employee Full Name]

Position: [Position Title]

Club: [Club Name / Location]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Following recent discussions and review, this letter serves as formal notice of termination of your employment with Universal Athlete Centre (UAC), effective from [Termination Date].

The reason for termination is as follows:

- ☐ Performance concerns (after review and feedback)
- ☐ Breach of company policy
- ☐ Misconduct / repeated non-compliance
- ☐ End of probationary period
- ☐ Redundancy / business restructure

Your final day of work will be [insert date], and your final pay will include:

- Outstanding wages up to and including your final day
- Accrued annual leave entitlements
- Any other applicable allowances per your contract

Please arrange to return all UAC property (uniforms, access fob, devices, and documents) before your departure.

We thank you for your contribution during your time with UAC and wish you all the best in your future endeavors.

Kind regards,

[Manager / Franchise Owner Name]

Position: [Centre Manager / Franchise Owner]

For Universal Athlete Centre



## OFFBOARDING CHECKLIST (HR / MANAGER USE)

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Last working Day: \_\_\_\_\_

### Documentation

Task	Completed	Notes
<input type="checkbox"/> Written resignation / termination letter received	<input type="checkbox"/>	
<input type="checkbox"/> Exit Interview scheduled	<input type="checkbox"/>	
<input type="checkbox"/> HR notified (HQ or FSO)	<input type="checkbox"/>	
<input type="checkbox"/> Final payroll processed	<input type="checkbox"/>	
<input type="checkbox"/> Employee file archived	<input type="checkbox"/>	

### Access & Accounts

Task	Completed	Notes
<input type="checkbox"/> GymMaster access removed	<input type="checkbox"/>	
<input type="checkbox"/> Email / Drive access disabled	<input type="checkbox"/>	
<input type="checkbox"/> Internal groups / WhatsApp removed	<input type="checkbox"/>	
<input type="checkbox"/> App logins & permissions revoked	<input type="checkbox"/>	

**Equipment & Property**

Task	Completed	Notes
<input type="checkbox"/> Uniform returned	<input type="checkbox"/>	
<input type="checkbox"/> Keys / Access fob returned	<input type="checkbox"/>	
<input type="checkbox"/> iPad / Laptop returned	<input type="checkbox"/>	
<input type="checkbox"/> Membership access updated	<input type="checkbox"/>	

**Final Review**

Task	Completed	Notes
<input type="checkbox"/> Exit Interview completed	<input type="checkbox"/>	
<input type="checkbox"/> Feedback submitted to HR	<input type="checkbox"/>	
<input type="checkbox"/> Staff exit announcement drafted (if applicable)	<input type="checkbox"/>	
<input type="checkbox"/> Club records updated	<input type="checkbox"/>	

Manager / Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# PROBATION EVALUATION FORM

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Manager: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

## Evaluation Summary

Category	Rating (1-5)	Comments
Attendance & Punctuality	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Teamwork & Collaboration	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Job Knowledge & Learning	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Initiative & Productivity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Member Service & Communication	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Attitude & Professionalism	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

## Manager Feedback

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## Employee Feedback

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## Outcome

- ☐ Confirm Employment
- ☐ Extend Probation (by \_\_\_\_ weeks)
- ☐ Terminate Employment

Manager Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Interview Date:** \_\_\_\_\_

## Section A: Departure Details

Question	Response
1. Reason for leaving	
2. How long were you employed?	
3. Were you satisfied with your role and responsibilities?	
4. Did you receive adequate training and support?	
5. Were performance expectations clear?	

## Section B: Work Environment

Question	Response
6. How would you describe the workplace culture?	
7. How effective was communication between team and management?	
8. Were there any obstacles to performing your job effectively?	

## Section C: Improvement Opportunities

Question	Response
9. What areas of the club or management could improve?	
10. Would you recommend UAC as a place to work? Why/why not?	
11. Any other feedback you'd like to share?	

## Section D: Final Review

Task	Completed
<input type="checkbox"/> Exit interview file submitted to HR	<input type="checkbox"/>
<input type="checkbox"/> Manager reviewed action items	<input type="checkbox"/>
<input type="checkbox"/> Employee departure confirmed in payroll	<input type="checkbox"/>

Manager Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_