To:

Job Title:

Department:

ID:

Date:

SUBJECT: LEAVING ACKNOWLEDGEMENT FORM – (TYPE OF LEAVING REASON)

This is to inform you that your (Type of Leaving Reason) with effect from ­­­[last date of employment XXX] has been received by HR.

* Please note subject to Clause 15.2/14 in your employment contract you are restricted from working for any similar organization for a period of time from date of departure from National Ambulance.
* You will be required to leave the country and arrange any new employment within the UAE from overseas.
* Should you wish to apply for another healthcare related job with in the UAE you will be required to obtain a **letter of No Objection** from National Ambulance.

Failure to meet either of the above clauses in your contract will result in your contract terms and conditions being persued via tha appropiate channels within the UAE.

At the end of your employment, you will need to return the following items:

**Airline Ticket:** One-way ticket will be provided to you to your home country ( or other destination up to the same value) based on the cheapest fare available for an employee resigning from the company having completed more than two years of employment. You may liaise with HR Assistant, for your preferred flight.

**Visa Cancellation** : Please note that we will require your passport and emirates ID for visa cancellation after your last duty or last day of employment.

**License Cancellation:** Please note at the end of your employment all your relevant licenses will be cancelled such as DOH, MOH, Driving.

**Exit Interview**: An exit interview form will be sent to you for completion prior to an interview with the HR Manager, or CAO. The Interview date will be close to your last day of employment.

**Final Pay:** Your final pay, which will be paid into your salary bank account once your termination administration is complete and all matters are settled.

Please note that we are required to pay your final payment into your salary bank account, and advise the bank accordingly, unless you can provide a clearance certificate from your bank. You should also liaise with your bank as soon as possible regarding the time it takes to close a bank account, especially if you have a credit card and / or loan, and the length of time they will hold you final pay before releasing it.

Should you have any queries please contact me.

(Signature of HR Assistant)

(Name of HR Assistant)

HR Assistant

Acknowledged by:

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

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

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