

NEW HOPE UGANDA

RELEASE FORM

FOREIGN STAFF

This shows that Uncle/ Auntie _____ has handed over as shown by the signatures shown below.

Date _____ Name of work supervisor _____

Signature of work supervisor _____

Name of NHU Human Resource Manager _____

Signature of NHU Human Resource Manager _____

(Each line must be signed by the appropriate person).

Department/Section: _____

Office Keys _____

Desk Keys _____

IOUs taken: _____

Files and other records _____

Handover report _____

Others _____

NEW HOPE UGANDA:

Residence keys handed over _____

E-mail bills paid _____

Electricity Bills paid _____

Outstanding loans or salary advances cleared _____

Administration/HR file _____

Property handed over _____

All property returned _____

Immigration fees and Maf -----

Others _____
