



EMPLOYEE TERMINATION ADVICE

Please ensure this document is filled out as soon as possible after becoming aware of an employee planning to terminate.

Company Name

Company Contact & Phone No.

Date Form Completed

Employee Name

Residential address

Suburb and Postcode

Date employee will be leaving

Last payment date

**Please fax this document back to Boost Salary Packaging
Customer Service Department
Fax No: 07 4130 5213**

Boost Salary Packaging Section only

Updated in system (date)