

Form

Leave information

Employer: _____

Name of the employee: _____

The employment ends at: _____

The employment ends through:

Termination by employee	Firing without previous notice	Premature exit
Termination by employer	Ending during probation period by employee	Other
Mutual agreement	Ending during probation period by employer	

Holidays

No holiday was consumed.

There are still _____ days open.

The entire holiday entitlement has been consumed. There are no outstanding days.

Home-Office days

There are no Home-Office days to consider.

In the month of leaving, there are _____ Home-Office days to consider.

The Home-Office days will be reported in the following month.

Others

More hours/overtime hours to be paid out: _____

Other payments to be considered:

Reimbursement of costs (e.g. travel expenses):

Date: _____ Employer's signature: _____

