**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Employee Number |  |
| Job Title |  |
| Post ID |  |
| Preferred date of leaving\*\* |  |
| Personal Email Address |  |

**Authorisation/declaration**

This form confirms my interest in voluntary severance and I authorise the Pensions Section to disclose all details of my pension rights and benefits to the officers who will be considering this intimation. I am making this application on a voluntary basis.

|  |
| --- |
| Signed |
| Date |

# Notes to Employee

1. All applications for Voluntary Severance will be considered and processed in line with the Council's Severance Policy. A copy of the policy is available from Inside Falkirk.
2. Completed forms should be returned to HR Helpdesk hrhelpdesk@falkirk.gov.uk or HR Helpdesk, The Foundry, 4 Central Park, Central Boulevard, Larbert, FK5 4RU
3. There is no automatic right for a severance request to be granted and no guarantee that an offer will be made to you. You will be advised whether your request can be progressed as quickly as possible.

**\*\* Please give a date at least 6 months in the future to allow processing time.**