



ADVICE OF EMPLOYEE TERMINATION

From:	(Customer Name)	
	(Contact Name & Phone Number)	
Date:	/ /	

Please return this completed Form to: NATIONAL CUSTOMER CONTACT CENTRE Fax No: 1800 331 041

In accordance with our obligations under the Deed of Novation and/or LeasePlan's Vehicle Remuneration Management Services Agreement:

Employee Name:		
Registration Number:		
Employee Address:		
Employee Phone No:		Estimated Final Odometer Reading:
Please be advised that the above employee will no longer be employed, effective:		/ /
Leaving for the following reasons (please select one of the following options):		ENTER FINAL DATE OF EMPLOYMENT

<input type="checkbox"/>	Has transferred to an interstate or overseas posting or secondment with the company, or has taken a position with a related body corporate, (as defined by Section 9 of The Corporations Law).
<input type="checkbox"/>	Voluntary Redundancy
<input type="checkbox"/>	Resigned voluntarily
<input type="checkbox"/>	Involuntary redundancy (including dismissal)
<input type="checkbox"/>	Retired
<input type="checkbox"/>	Has chosen to take temporary leave of their employment (i.e. Extended leave without pay, paternity or maternity leave); or
<input type="checkbox"/>	Other (PLEASE SPECIFY)

We confirm a copy of this advice has been provided to the employee and we have instructed the employee to contact LeasePlan on 1300 668 572 to discuss his/her options, under their lease agreement.

Signed:	Date: / /
(Authorised signatory)	

I (Employee name), acknowledge I have received a copy of this advice and recognise this advice as notice to LeasePlan, of the termination of the lease agreement and/or the management services.

Signed:	Date: / /
(Employee Signature)	

Employee Questionnaire (mandatory if the lease is financed by LeasePlan)

1. If you are moving to another employment position, do you wish to re-novate your lease to your new employer? Yes No

If 'Yes', what is the name of your new employer?
Name and phone number for contact person

2. If you answered 'No' to question 1, what is the reason for not re-novating to your new employer?

Version Number:	01.008	Some of the information you provide to us may be personal or sensitive information as defined under the Privacy Act 1988 (Cth). In providing LeasePlan Australia Limited and its related companies ("LeasePlan") with this information you have consented to LeasePlan using and disclosing such information for the purpose of providing you and /or your employer with our services. If you do not supply us with this personal information, we may be unable to supply you and/or your employer with such services. Please refer to our Privacy Policy that can be found on our website (www.LeasePlan.com.au) for more information.
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