

ADD COMPANY LOGO HERE AND ADD COMPANY DETAILS IN FOOTER

SICKNESS SELF-CERTIFICATION

Self-certification is required for all periods of absence up to and including 7 days, after which a doctor's certificate will be required.

PRIVATE & CONFIDENTIAL

Name:

PERIOD OF ABSENCE

I was absent from work due to sickness or injury from:

First date of absence:

Date of return:

Number of working days absent:

Date recovered:

DETAILS OF SICKNESS OR INJURY:

I was unfit for work for the following reason:

Did you consult a medical practitioner in connection with this absence? Yes/no
If yes, provide details of what was said:

DECLARATION:

I certify that I have been incapable of work because of my sickness/injury on the dates shown, [OPTIONAL: and that I have not worked for any employer during this period] and that this information is true and accurate.

Signature

Date



Reference template builder

Basic (recommended):

- Position held at your organisation:
- Dates of employment:

Detailed (recommended):

- Job title and main duties:
- Salary:
- Sickness or absence record – please do not include absences related to disability or to parental rights:
- Any current, relevant disciplinary records:
- Given reason for leaving job:

Character (choose three to keep your reference succinct):

- Your relationship to the applicant:
- How long have you known [him/her/them]?
- We would love to know why [applicant] has been great to work with:
- To what do you think [applicant] will contribute most at [new company]?
- What is the best way to help and support [applicant] in [his/her/their] new role with us?
- What do you think is [candidate's] greatest achievement at your company?
- Would you hire [candidate] again? If not, why not?
- What do you think is [candidate's] most valuable skill?
- Was [candidate] promoted while at your company? If so, from what to what and in what timeframe?
- What will our team learn from [candidate]?
- How would you like to see [candidate] develop over the next year?
- If you were to meet [candidate] in five years, what would you not be surprised to learn about [him/her/them]?
- If there's one piece of advice you would give to [candidate], what would it be?
- What do you think are [candidate's] best qualities?
- Is there anything we can do to ensure [candidate] thrives with us?
- What are [candidate's] best growth opportunities?

For more information or help, please contact amy@start-ops.uk

(This is designed to be a menu – please select relevant questions for your business)

EXIT INTERVIEW

Name:

Date:

Your role:

What circumstances prompted you to start looking for another job?

Under what circumstances, if any, would you consider returning to [company]?

To what do you think you contributed most?

Do you feel your job description changed since you were hired, and if so, in what ways?

Did you feel you had the tools, resources and working conditions to be successful in your role? If not, which areas could be improved and how?

Do you feel you had the necessary training to be successful in your role? If not, how could it have been better?

Did you feel your skills were fully utilised? If not, how could they have been?

The Company:

To what extent do you think employee contributions are recognised? If not, how do you think this could be improved?

Were there any company policies you found difficult to understand? How can we make them clearer?

How would you describe company culture?

How would you describe your manager? How would you improve their management style?

What was the best part of your job here?

Do you feel like the company is open and transparent? In what ways could internal communication be improved?

Improvements:

What can we improve on?

Do you have any suggestions for improving employee morale and experience?

Concerns:

Do you have any concerns about [company] you'd like to share?

Is there anything else you'd like to add?



[DATE]

Dear [Employee Name]

Re: Probationary Period

As you are aware, your appointment with [company] was subject to a probationary period of [x] months. Following regular reviews throughout your probation period, I am delighted to inform you that you have successfully completed this probationary period and your employment will now continue with the Company as a permanent member of the team.

[Option: list here some of the things you were particularly impressed with or list any improvements you wish the employee to make]

Your probationary period counts towards your continuous service with the organisation. All terms and conditions as detailed in your contract of employment, issued to you when joining, remain unchanged.

I would like to take the opportunity to congratulate you on your hard work to date and I look forward to continuing our work together.

Yours sincerely

[name and position]

[DATE]

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Name
Address
Address

Payrise

Dear [NAME],

This letter is to confirm changes to your terms and conditions of employment as follows:

As of [DATE] the following will apply:

Your salary will increase to £[XX,000].

All other terms and conditions of your employment remain unchanged.

Please confirm your agreement by signing the bottom of this letter and sending it back to [NAME].

You should keep a copy of this letter with your contract of employment as this represents a change to your terms and conditions of employment.

Yours sincerely

[NAME]
[POSITION]

Signed: Date:

I confirm and agree to the changes to my terms and conditions as detailed above

NAME
ADDRESS
ADDRESS
ADDRESS

DATE

Dear NAME,

This letter is to confirm changes to your terms and conditions of employment as follows:

As of DATE the following will apply:

- Your normal hours of working, as detailed in clause NUMBER of your contract of employment, will be changed to [8:30am – 5pm].

All other terms and conditions of your employment remain unchanged.

Please confirm your agreement to the changes we have discussed by signing the footer of this letter. Please return this signed letter by email to NAME by DATE.

You should keep a copy of this letter with your contract of employment as this represents a change to your terms and conditions of employment.

Yours sincerely

NAME
POSITION

I confirm that I have been consulted with and agree to the changes in detailed in this letter.

Signed..... Dated.....

New starter information for: [company name]

FOR COMPLETION BY EMPLOYEE

The information you provide on this form will be provided to HM Revenue & Customs (HMRC) so that we can process your pay and deal with the PAYE tax, etc. Please note that you have a legal obligation to give full and accurate information so that HMRC can correctly identify you. The forenames you include on this form *must* be your full given forenames as shown on your birth certificate and not abbreviations or nicknames.

Title	
Full given forename(s)	
Surname (inc double-barrelled)	
Gender	
Address	
Email address	
Date of birth	
NI number	
Start date	
Permanent or temporary	
Right to work confirmed	
Normal weekly hours over how many days	
Salary	
Bank details: Account name	
Bank	
Account number	
Sort code	

Please answer the following questions by placing an X in the appropriate box.

Do you have a P45 for the current tax year? Yes No

If yes, please attach the P45 when returning this form.

If no, you must complete the Employee Statement below.

You must complete the Student Loan questions below regardless of whether you have a P45.

Employee statement – put an X in the statement that applies	
<input type="checkbox"/>	A – This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.
<input type="checkbox"/>	B – This is now my only job but since last 6 April I have had another job but I do not have a P45, and/or I received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.
<input type="checkbox"/>	C – As well as my new job, I have another job and/or receive a State Pension or Occupational Pension.
<input type="checkbox"/> Yes – student loans should not be made through payroll <input type="checkbox"/> No – please complete the Student Loan plan type section below	Student Loans - Do any of the following statements apply to you: <ul style="list-style-type: none"> • You do not have any Student or Postgraduate Loans • You’re still studying full-time on a course that your Student Loan relates to • You completed or left your full-time course after the start of the current tax year, which started on 6 April • You’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company
<input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 5 <input type="checkbox"/> Post-grad loan	To avoid repaying more than you need to, tick the correct Student Loans that you have - use the HMRC guidance on student loans if unsure: https://www.gov.uk/repaying-your-student-loan/which-repayment-plan-you-are-on

Employee Approval

I confirm that the information above, including the Employee Statement, is complete and accurate to the best of my knowledge. I understand that my personal details will be submitted to HM Revenue & Customs.

If completed, I authorise the deduction of the above items from my salary.

Signed (employee).....Date: