

Claire Hoult

Date: 14 July 2026
Our Reference: EAS/DA7F30D0
Document Type: Letter

Dear Claire Hoult,

This letter provides a summary of your leaving arrangements with HRHeaven QA Sample Employer following the cessation of your employment as an IT Support Analyst.

Your last working day was 9 June 2026, and we have confirmed that the practical handover of your duties has been completed satisfactorily.

All company property that was in your possession has been returned as part of the exit process.

Payroll has been instructed to review your final pay and any outstanding entitlements to ensure all payments are processed correctly and in line with your contractual and statutory rights.

With your employment concluding on 9 June 2026, the exit formalities have been addressed, including the return of company property and handover completion.

Payroll will review your final pay elements shortly. Should there be any queries during this review, a member of the HR or payroll team will contact you for clarification.

At this stage, no outstanding matters relating to your exit have been identified.

Please allow some time for payroll to complete their review; final payment will be confirmed and issued accordingly.

If you have any questions regarding your final pay or the exit process, please contact the HR department.

Should there be any outstanding company property concerns identified post-review, we will be in touch to resolve these promptly.

We recommend you maintain your personal contact details on file with us for any future correspondence related to your employment or benefits.

We thank you for your contributions during your tenure and wish you success in your future endeavours.



LETTER DETAILS

Employee
Claire Hoult

Role
IT Support Analyst

Case type
Prepare Final Pay & Exit Checklist

Reference
HRA-DA7F30D0



KEY DATES

Completed
14 July 2026

[Human Resources Representative]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer