



## Employee Service Centre

### Request to End a Unit/Post/Position

To be completed by a HR Business Partner or FSS Manager

Effective Date

Service

Structure Level to be ended

Name and Number of Unit/Post/Position to be Ended

Reason for Cessation of Unit/Post/Position

New Post Budget Hours

Requested By

Date Requested

Please note that if you request to end a unit, then all posts and positions that sit underneath the unit in the structure will also end on the same date.

Please note that if you request to end a post, then all positions that sit underneath the post in the structure will also end on the same date.

If ending a unit and/or post and position(s) please confirm this change

Please forward completed form to ESC Workforce Systems & Analytics Team at

[ESC-WorkforceSystemsAdminTeam@northlan.gov.uk](mailto:ESC-WorkforceSystemsAdminTeam@northlan.gov.uk)

### To be completed by ESC Workforce Systems & Analytics Team

Unit/Post/Position ended by

Date ended