

# Leavers Gift Form

Please select which of the gifts detailed below would you prefer to receive;

	Please put an (x) on what you would like
Hip Flask (Stainless Steel)	
2 Crystal Whisky Glasses	
Crystal Tankard	
Quaich (4")	
2 Crystal Wine Glasses	
2 Crystal Brandy Glasses	
Clock	
Glass Plaque	
Crystal Decanter	

Logo Options;



	Please put an (x) on your preference
Corporate SPS	
HMP Perth	
Perth Eagle	

Please let us know which of the options detailed below would be your preferred method of receiving your certificate and gift.

	Please put an (x) on your preference
<b>A formal presentation by the Governor</b> This would be a presentation which any partners or family could also attend as well as colleagues.	
<b>An informal presentation by the Governor</b> This would be simply the Governor handing over the certificate and gift to you.	
<b>Collect from HR</b> This would be yourself, or if you preferred a colleague to collect the certificate and gift from the HR Office.	
<b>Receive by Post</b> The certificate and gift will be posted to your home address.	

Engraving Details:

*"Awarded in recognition of your dedicated professionalism with the Scottish Prison Service"*

Signed:

Date:

Please return your completed form to the HR Office or [dan.welsh@sps.pnn.gov.uk](mailto:dan.welsh@sps.pnn.gov.uk) / [Garry.Henderson@sps.pnn.gov.uk](mailto:Garry.Henderson@sps.pnn.gov.uk)