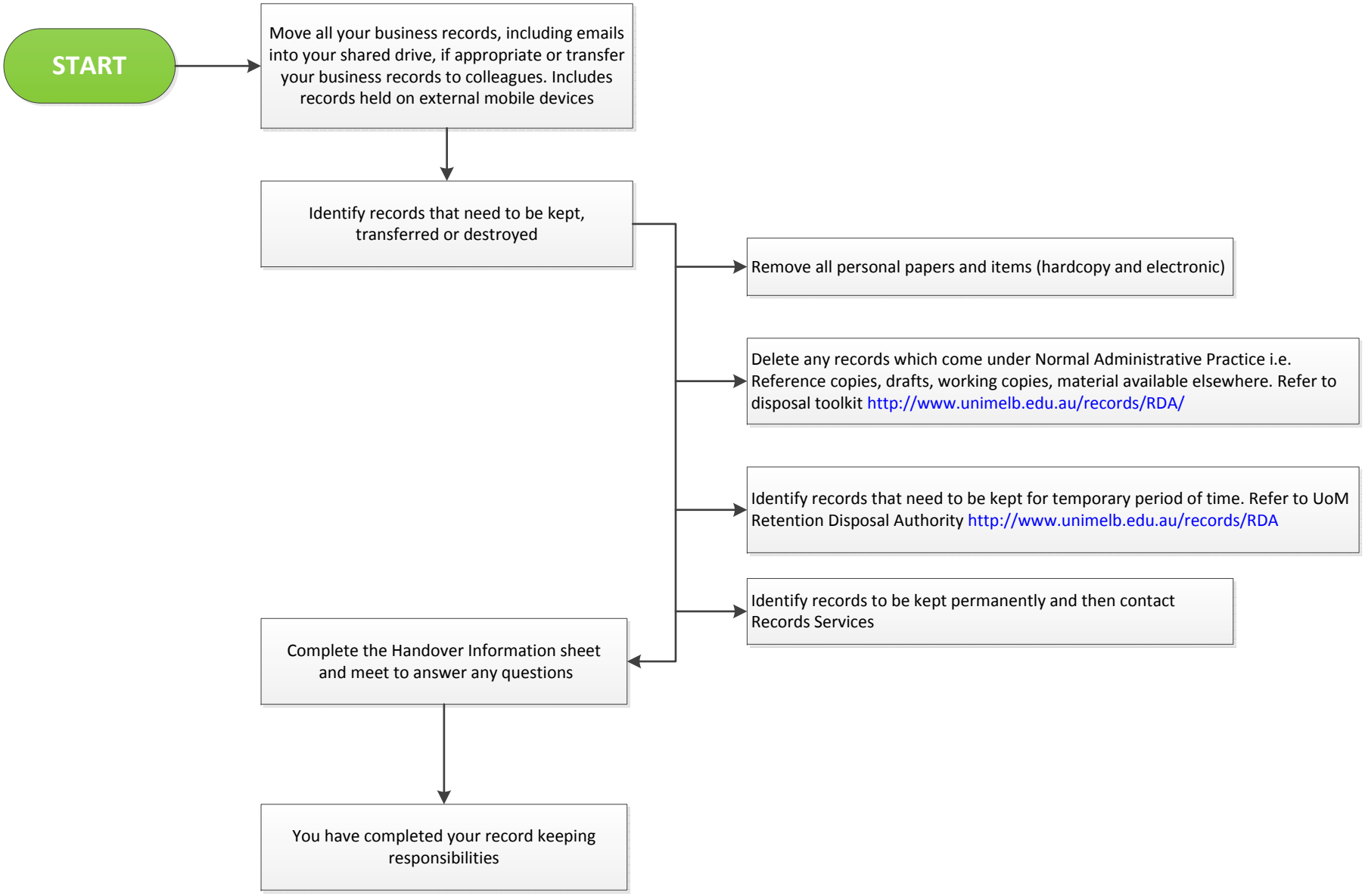For Staff Leaving or Relocating