

# EXIT CLEARANCE FORM

<b>EMPLOYEE CODE</b>		<b>EMPLOYEE NAME</b>	
<b>DESIGNATION</b>		<b>DEPARTMENT</b>	
<b>BUSINESS UNIT</b>		<b>LOCATION</b>	
<b>DATE OF RESIGNATION</b>		<b>DATE OF EXIT</b>	

## CLEARANCE FROM DESK HEAD

Sno	TASK	Yes	NO	NA	ADDITIONAL
1	Handover document submitted to Lead / Reporting manager				
2	Handover document submitted to operations team				
3	Introduction of new POC to client				
4	Complete download of the companies and the Job Descriptions to new POC				
5	Mail access and Login details shared				

**Name & Signature (Lead/Reporting Manager):** \_\_\_\_\_

## CLEARANCE FROM IT/ADMIN

Sno	TASK	Yes	NO	NA	ADDITIONAL
1	Laptop with charger handed over				
2	Laptop Bag handed over				
3	Phone & SIM Card handed over				
4	Dongle handed over				
5	Visiting Card returned				

**Name & Signature (IT):** \_\_\_\_\_

## CLEARANCE FROM FINANCE

Sno	TASK	Yes	NO	NA	ADDITIONAL
1	Loans & Advances recovery				
2	Notice period shortfall recovery				
3	Damage/Loss recovery				
4	Bills for reimbursement submitted				
5	IT Declaration Proofs submitted				

**Name & Signature (IT):** \_\_\_\_\_

**CLEARANCE FROM HR**

<b>SR. NO</b>	<b>TASK</b>	<b>Yes</b>	<b>NO</b>	<b>NA</b>	<b>ADDITIONAL</b>
<b>1</b>	Pending documents submitted				
<b>2</b>	Exit form submitted				
<b>3</b>	Mail access and Login details shared				
<b>4</b>	HR account details shared				
<b>5</b>	Pending Retention/Joining Bonus				

Clearance from HR to be given only after obtaining all the above clearances and completion of exit interview)

**Name & Signature: (HR)** \_\_\_\_\_

**Address for further Correspondence:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone no. (Res.):**

**Mobile no.:**