

219266398

EMPLOYEE EXIT CLEARANCE FORM

Employee Name: M. Danish Employee ID: P000580 HOD: Sir. Glasham
 Department: GSB Designation: Team Lead Job Type: Full

Requirements prior to separation:

Obtain clearance & authorized signature from the following departments: -

Human Resources

a. Resignation/ Termination	<u>Resigned.</u>
b. Employee ID Card	<u>Received.</u>
c. Health Insurance Card	<u>Received.</u>
d. Reason of Separation	<u>Better opportunity.</u>

Immediate Supervisor

a. Knowledge Transfer/Transition (If Applicable)	<u>Zabi Willson.</u>
--	----------------------

Finance & Accounts (Optional)

a. Loan/ Advance	
b. Any other Liabilities	

IT & Admin

a. Laptop or CPU	<u>WASIR</u>
b. LCD Monitor, Mouse, Keyboard & Headphones & Bag.	<u>WASIR</u>

Credentials

G-Suite ID	<u>clear</u>
Skype ID	<u>clear</u>
Other	<u>not clear</u>

Employee Signature: Danish / 29/02/2024

Date: 29/02/2024

We have confirmed that all property of the company entrusted to him/her during the tenure of service has been recovered and there is nothing against the individual as of date.

HR Operations Lead

Head of Human Resources

Date

29/02/2024