

PRIVATE AND CONFIDENTIAL

EMPLOYEE EXIT CHECKLIST FORM

Name:
Designation:
Joining date:
Relieving date:
Confirmation status:
Notice pay waived: Yes / No
Employee no:
Function:
Resignation date:
Exit interview date:
Line manager's signature:
Waiver approval from Director HR:

LINE MANAGER CHECKLIST

Name	
Handover Completed	
Documents and Manuals returned	
Request raised for Disabling IDs with Onshore team & Removal of access to any external Systems / Applications (if any)	
OOD and e-mail forwarding enabled	
CII / PMI / LM Exams (Last 12 months)	
Signature:	

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MGTI CHECKLIST

IT contact name	
Local Log in disabled	
Application access disabled	
Mail disabled	
System privileges removed	
RSA Token submitted	
Company phone/ blackberry/ clay card/ data card	
Laptop and Peripherals Returned	
Signature	

RES

Contact name	
Car Pass / Bike Sticker	
Stationery items / name plate	
Visiting Card/ Any other assets	
Fire warden jacket	
Storage Keys	
Any additional infra structure (chairs/table etc) to be recovered	
Signature	

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SECURITY

Contact name	
ID Card Returned	
Access Card Disabled	
Fire Safe Keys / Compactor Keys	
Locker Keys/ Drawer Keys	
Signature	

FINANCE

Contact name	
Reimbursement of Study Expenses	
Refund of Security Deposit/ Advance Rent	
Travel dues cleared	
Relocation cost	
Training cost due	
Any other dues	
Car lease terminated and returned	
EAS cleared	
Disable bank access/ tokens for payments and authorizations	
Disable access to sun system	
Signature	

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HUMAN RESOURCES

Contact name	
Insurance card received	
Book from Kwench Returned	
Recovery against Joining Bonus	
In case of a Give India contribution, please confirm if the employee wishes to specify a cause to donate to. If the employee has not specified the cause then the organization will allocate the contribution.	
CII / PMI / LM Exams (Last 12 months)	
Any other dues	
Signature	

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DECLARATION BY EMPLOYEE

I hereby agree and acknowledge that all Intellectual Property (including but not limited to copyrights, designs, trademarks, patents, logos) whatsoever in my possession or created by me for MMGS India during the course of my employment with MMGS India are the exclusive property of MMGS India and I shall not, at any time, assert or claim any right or interest thereto. I also agree that if proof of investment is not given at the time of final settlement of dues, the entire income will be taken as taxable.

SIGNATURE OF THE EMPLOYEE _____

DATE _____

EMPLOYEE ADDRESS FOR COMMUNICATION

TELEPHONE NUMBER _____

NAME OF THE LINE MANAGER _____

SIGNATURE _____

DATE _____