**HUMAN RESOURCE DEPARTMENT**

**BANGLADESH HONDA PRIVATE LIMITED.**

**Factory: Ujilab, Sripur, Gazipur, Bangladesh.**

**Dhaka Office: Saimon Center, 4/a, 3rd Floor, Road no: 22, Gulshan-1, Dhaka-1212.**

**FINAL CLEARANCE NOTE FOR OUTGOING EMPLOYEE** Date: 10-August-2016

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Maho Tada** | **ID No** | BHL-000089 |
| **Designation** | Advisor, Customer Service | **Joining date** | January 01, 2016 |
| **Resign date** | March 31, 2017 | **Resign Effective date** | April 01, 2017 |

Dear Colleagues,

Please, put your comments/ note in the specified column with signature and date for issuing a clearance certificate against the above mentioned outgoing employee. You may check the help of guideline.

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Particular of Dues/liabilities notes | Guideline | Signature & Date |
| Human Resources Department  (Head of Department) |  | 1. ID Card 2. Mobile Phone / Simcard 3. Internet Simcard 4. Any other issues |  |
| Administration Department  (Head of Department)) |  | 1. Cheque 2. Pending Bills or issues 3. Uniform 4. Any other transaction |  |
| Finance & Commercial Department  (Head of Department) |  | 1. Company accounting & Finance related doc/books. 2. Pending transactions with other dpt |  |
| IT Section |  | 1. Computer / Laptop related Items |  |
| Sales & Marketing  (Head of Department) |  | 1. Any pending issues, bills or cheque 2. Any other transactions |  |
| Customer Service Department  (Head of Department) |  | 1. Any pending issues, bills or cheque 2. 2. Any other transactions |  |
| Production Department  (Head of Department) |  | 1. Any pending issues, bills or cheque 2. Any other transactions |  |

After completion the papers please submit to HR.