

## Exit Application Form

|                               |                    |                              |                              |
|-------------------------------|--------------------|------------------------------|------------------------------|
| Name: <i>Mao Yuxiang</i>      | TU: <i>JB</i>      | Client: <i>Intel</i>         | Apply date: <i>2019.8.28</i> |
| Position: <i>system debug</i> | TM: <i>Chen Bo</i> | Start Date: <i>2018.7.10</i> | Leave date: <i>2019.8.30</i> |

Please select your **leaving reason**, if you have more than one choice, add a "star" mark behind the most important reason:

|  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> work content is not interesting | <input type="checkbox"/> salary / benefit is not satisfied           | <input type="checkbox"/> too much overwork                    | <input type="checkbox"/> start own business              |
| <input type="checkbox"/> work environment is not good    | <input type="checkbox"/> management problem                          | <input type="checkbox"/> family reason                        | <input type="checkbox"/> further education               |
| <input type="checkbox"/> work pressure is too much       | <input type="checkbox"/> communication problem in company            | <input type="checkbox"/> traffic inconvenient                 | <input type="checkbox"/> contract end                    |
| <input type="checkbox"/> transfer to client              | <input type="checkbox"/> training and development is hard to achieve | <input type="checkbox"/> physiological / psychological reason | <input checked="" type="checkbox"/> new work opportunity |
| <input type="checkbox"/> conflict with colleague         | <input type="checkbox"/> conflict with TM                            | <input type="checkbox"/> conflict with client                 | <input type="checkbox"/> others:                         |

1. State your leaving reason:

*contract end between Altran and Intel.*  
*I also found a new job.*

2. Which actions do you think the company can take in advance to keep you staying in the company?

- ☒ Increase salary      ☐ Transfer to other client/project      ☐ Adjust work position
- ☐ Others (please specify) : .



3. Are you willing to rejoin the company if there is any opportunity?

Maybe next time.

4. As now you are leaving the company, we sincerely hope you could give best three suggestions to the company:

I think Altran is very well.

5. Exit interview record (Filled by HR, based on the interview with employee between TM and HR):

|                                 |                 |
|---------------------------------|-----------------|
| Employee Signature: Mao Yuxiang | Date: 2019.8.28 |
| TM Signature: 张博                | Date: 2019.8.29 |
| HR Signature:                   | Date:           |



## Employee Resignation/Termination Checklist - Read and initial each statement

✓ 1. **Letter of Resignation:** Submit Resignation Letter to your manager. The letter should include the reason for leaving and expected last working date and must sign by you. Please send a copy to HR.

✓ 2. **Final Timesheet:** Please send your final timesheet with client's signature to Altran before your departure. This is essential and the timesheet will be used for final salary and other calculation.

✓ 3. **Hanover:** Please handover the job and files to Altran properly and completely:

E-mails: which includes all company related mails at least since half-year ago to the last working date. Partial delete behavior to those important mails/folders is not allowed and accepted.

Company related document, folder, and files which store inside company laptop. Partial delete behavior to those important files/folders is not allowed and accepted.

✓ 4. **Client Side:** Please finish leave procedure required by the Client:

Handover the job and files properly and completely.

Handover the property and materials

✓ 5. **Annual Leave:** Please finish your annual leave before you leave. If you leave the Company during the calendar year, unused Annual Leave entitlement will not be paid, unless prior approval is given by Managing Director.

✓ 6. **Company Property:** All Company Properties must be turned to the company by the last date of employment.

|                                   |                          |                        |
|-----------------------------------|--------------------------|------------------------|
| Keys                              | Staff Card               | Stationery             |
| Mobile Card                       | Cell Phones              | Laptop                 |
| E-key                             | Owned software           | Work-related Materials |
| Work permit/health insurance card | Computer log on password |                        |

✓ 7. **Finance:** Get approval and claim the un-paid reimbursement. If you have money owe company, please pay back company before you leave.

✓ 8. **New Contact:** your new contact info: email 1531638007@qq.com.

phone number 13007151254 address 上海市浦东新区张江镇孙桥路  
孙桥花苑32号401



**Please note that:**

- 1, The Company will make an Exit Interview to you. The purpose of the exit interview is to address any questions, comments, or concerns regarding your employment at Altran.
- 2, All access to computer and E-mail accounts are closed at time of termination.
- 3, After you properly handover the job and company property, your final salary will be paid on the regular pay date following your last working date.

Employee Signature 毛钰翔 Date 2019-8-27

Client Signature [Signature] Date 2019.8.28

TM/Line Manager Signature 陈博 Date 2019.8.29

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirmed by FIN Dep. \_\_\_\_\_ Date \_\_\_\_\_





## Manager's Checklist for employee leave Altran. Initial each statement

Employee Name: 毛超群 Last Working Date: 2019.8.30.

- ☒ 1. Obtain ORIGINAL resignation letter from the employee. The letter should include the reason for leaving and expected last working date.
- ☒ 2. Advise Managing Director the leaving of the employee and the reason for leaving.
- ☒ 3. Inform HR and pass the ORIGINAL resignation letter to HR.
- ☒ 4. Notify Client Manager and key contact persons with whom the employee works regularly.
- ☒ 5. Make sure that we received the final timesheet approved by the Client.
- ☒ 6. Notify HR if the employee has recently taken vacation or sick leave.
- ☒ 7. Notify Finance if the employee has any money owed the company.
- ☒ 8. Ensure the employee finished leave procedure required by the Client:
  - Handover the job and files to the client properly and completely.
  - Handover the property and materials to the client
- ☒ 9. Ensure the employee handover the job and files to Altran properly and completely.
- ☒ 10. The Employee returned all **Company Property** by the last date of employment.
 

|             |                |                        |
|-------------|----------------|------------------------|
| Keys        | Staff Card     | Stationery             |
| Mobile Card | Cell Phones    | Laptop                 |
| E-key       | Owned software | Work-related Materials |
| Other       |                |                        |
- ☒ 11. Conduct Exit Interview.

Manager Signature

陈博

Date

2019.8.29

