

## EMPLOYEE EXIT FORM

**Company Name:** ZeAI Soft

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 1. Employee Details

- **Employee Name:** \_\_\_\_\_
- **Employee ID:** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Joining Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Last Working Day:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Exit Type:** ☐ Resignation ☐ Termination ☐ Retirement ☐ Contract End ☐ Other \_\_\_\_\_

### 2. Reason for Exit

- ☐ Better opportunity
- ☐ Relocation
- ☐ Career change
- ☐ Personal reasons
- ☐ Retirement
- ☐ Performance related
- ☐ Company restructuring
- ☐ Other: \_\_\_\_\_

### 3. Handover Confirmation

- ☐ All company property returned (Laptop, ID, Phone, Keys, Documents)
- ☐ All passwords, access, and data handed over
- ☐ Project/task handover completed to: \_\_\_\_\_
- ☐ Email/IT access disabled

**ZeAI Soft**

SKCL Tech Square, 3rd Floor, Lazer St, South Phase, SIDCO Industrial Estate, Guindy,  
Chennai, Tamil Nadu - 600032

**Website** - [www.zeaisoft.com](http://www.zeaisoft.com)

**Mail ID** - [info@zeaisoft.com](mailto:info@zeaisoft.com)

#### 4. Clearance Status

Department	Cleared By	Signature / Date
HR		
IT		
Finance		
Admin		
Security		

#### 5. Final Settlement

- ☐ Pending salary paid
- ☐ Leave encashment processed
- ☐ Reimbursements settled
- ☐ Deductions applied (if any)

#### 6. Exit Interview (Optional)

Feedback / Suggestions:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HR Manager Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Exit Declaration & Undertaking Letter

I, \_\_\_\_\_ hereby provide this declaration and undertaking as part of my formal exit from **ZeAI Soft**.

### Company Assets

- I confirm that I have returned all company assets, materials, documents, data, devices, intellectual property, and any other property entrusted to me during my employment.
- I agree that failure to return or misuse of such assets shall invite **legal and financial consequences**.

### Non-Solicitation & Non-Interference

- For a **period of twelve (12) months** from the date of exit, I shall not directly or indirectly:
  - a) Influence, induce, or attempt to influence any current employee of the company to resign or discontinue their association.
  - b) Engage, solicit, or provide services to any client, vendor, or partner currently associated with the company.
  - c) Engage in any act or communication that could disrupt, harm, or interfere with the company's operations, reputation, or relationships in any manner

### Confidentiality & Non-Disparagement

- I undertake to maintain absolute confidentiality regarding all proprietary and sensitive information of the company.
- I shall not, under any circumstance, spread, publish, or communicate any false, misleading, defamatory, or negative information about the company, its management, employees, or clients, **either orally, in writing, or through digital/social platforms**.
- I further agree **not to speak ill of or defame any current employee or engage in any act that could negatively impact the company's image, morale, or business interests**.
- Any violation of this undertaking shall be deemed a breach of contract, and the company reserves the right to **initiate legal proceedings, claim damages, and seek injunctive relief**.

### Acknowledgement

- I fully understand the terms of this declaration and undertake to abide by them without condition.
- I am aware that non-compliance may result in civil and/or criminal action under applicable laws.

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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