



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

Mail ID - 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:

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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