

Exit Clearance Form

Employee Name	Employee ID	QLID
Hardik Gupta	50035224	HG185080
Function/Department Name		
IT/CIO		
Date of Joining	Date of Resignation	Last working day
30 May 2024	1 May 2024	2 July 2024
Address for future communication		
S/O Pradeep Gupta, Vill- Latifpur Bhoad, District Saharanpur, Post- Kambohrajra, PIN-247121, Uttar Pradesh		
Email ID		Mobile No
guptahardik97@gmail.com		8859985690

Instructions: -

1. This form must be completed on or before last working day
2. Ensure your manager has filled your Termination form on Workday **15 days** before your exit
3. All forms should be neatly signed, scanned (in pdf) and arranged in order
4. You can fill and sign the form digitally if you don't have access to printer
5. Do not send any of the attached form to any other person except local HR
6. Please leave the columns blank in the form where your inputs are not needed
7. You will need to seek final clearance email from respective departments and share the same along with signed exit forms to respective HR