EXIT FORM

**STRICTLY PRIVATE & CONFIDENTIAL**

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| --- | --- |
| **Name\*:** |  |
| **Employee ID\*:** |  |
| **Department:** |  |
| **Mobile No.\*:** |  |
| **Alternate Mobile No.\*:** *(Preferably of 1 of the Family Member)* |  |
| **Personal Email Id\*:** |  |
| **Current Address for Communication\*:** |  |
| **Permanent Address for Communication\*** (if required): |  |

|  |
| --- |
| **Reason for leaving, please tick\*:**  Higher salary  Job Dissatisfaction  Career Change  Personal  Career Advancement/Progression  Move Overseas |

**To be filled by the Team member:**

|  |  |
| --- | --- |
| **Any Additional Payments Due:** | **OnCall Overtime Shift** |
| **Dates for pending additional payments** |  |
| **Timesheet Submitted and approved by Manager till last working day** | Manager’s Name:  Manager’s Signature: |
| **Tax Saving documents submitted** | Yes  No |
| **All pending actions completed in Workday** | Yes  No |
| **Plural sight (Managers to fill)** | Yes  No |
| **Udemy Access (Managers to fill)** | Yes  No |
| **HackerRank Access** | Yes  No |
| **HireVue Access** | Yes  No |
| **Parking sticker, Office ID Card, Drawer key returned:** | Yes  No |

**HR Use Only:**

|  |  |  |
| --- | --- | --- |
| **Resignation Date** | **Notice Period End Date** | **Termination Date** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IT, Finance, Facilities and Info Sec team Informed** | **Team member terminated in Workday** | **Signed Declaration Letter Received** | **Confirmation Received from IT** | **RSA Disabled** |
|  |  |  |  |  |

**HR Representative Signature: Date:**