

Checklist for leaving employee

1.Information About employee		
Name of employee	G. M. NAGARAJU	Emp ID: UI-0866
Last business day (date)	02/05/2022	
Place of work	Bangalore/Client Location	
Responsible Line Manager	SRISHAIL NATIKAR	
Reason for leaving	Better Prospectus	
Planned leaving date	02/05/2022	

2.Measures to be prepared (is to do after the employee notification to leave)		
Measure	Responsible (Name)	information received/information's
Inform HRO about departure		(HRO)
Inform Line Manager about last working day agreed with HRO		(Line Manager)
Inform IT about departure		(IT)
Inform QMR about departure		(QMR/Quality)
Inform L & D about departure		L & D

3.Others:			
Measure	Responsible (unit, name)	is to be done (date)	Done (date, signature)
Hand out office, cabinet or cupboard keys	Admin		
Hand out company badge and customer badge	Admin		
If applicable hand out company car (including keys, insurance)	Admin		
If applicable hand out company mobile phone/Business cards	Admin		

Lock user account	IT		
Lock Con	IT		
Lock external network connection entrance	IT		
Confirm that action is taken to revoke access right to any of the customer system / data: <ul style="list-style-type: none"> Airbus NG User id <input type="checkbox"/> PAG User id <input type="checkbox"/> Embraer User id <input type="checkbox"/> Any other Customer id(pls mention) <input type="checkbox"/> 	IT		
Salary Advances, any other deductions	Finance		
Any payments to be made to employee	Finance		
Get Work Certificate	(HRO)		
Ensure leaving employee check list is completed	(HRO)		

4. Functional: Data from employee (project data)(filled in by line manager)Line Manager must decide, how and which data should be archived, copied, cleared.

what is to be done?			Decide responsibility	is to be done until	Done
Save	Sauvegarde change owner	Clear			
\user\name_of_employee					
Data from the employee-pc					
Email (private, project-oriented,...)					

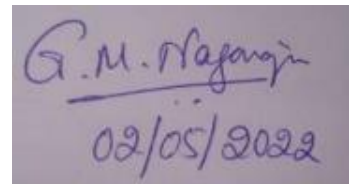
5. After handling all aspects this document is to be stored in personnel file

I understand and agree that compliance with Clause no 8 of “Agreement for assignment of inventions, covenant against disclosure and agreement not to compete”, signed at the time of my joining dated 13.07.2018, also applies for the time after my resignation.

Acknowledgement of withdrawal of this form. This document is to be filled in and will be stored in the personnel file.

(date, signature)

(Employee Signature & Date)



(HRO)

Abbreviation:

HRO:	Human Resources & Office Management
IT:	IT & Facility Management
MD:	Managing Director
BUM:	Business Unit Manager
QMR:	Quality Management Responsible
L&D:	Learning & Development Responsible