***It is responsibility of employee to ensure that this form is completed and returned to HR department on your last working day. Please note that your full and final settlement will not be prepared until this form has been sent to HR / Management.***

Date:

Type of Separation: Resignation Termination

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employee |  | Department |  |
| Employee No. |  | Resignation / Termination Date |  |
| Date of Joining |  | Clearance Date |  |
| Reporting To |  | Relieving Date |  |
| Address for future Communication: |  | | |
| Personal Email ID |  | Notice Period applicable |  |
| Mobile No |  | Alternate Mobile No |  |
| Notice Period start Date |  | Notice Period End Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HUMAN RESOURCE** | | | |
| **Name of Department** | **Handed over**  **Yes / No / NA** | **Name of Head / Lead** | **Signature** |
| Copy of Resignation email / letter received |  |  |  |
| Identity Card |  |  |  |
| Mobile Locker key |  |  |  |
| Exit interview form |  |  |  |
| Health Insurance removal |  |  |  |
| Stationary items: |  |  |  |
| If any remarks: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IT Administration/Management/HR** | | | |
| **Name of Department** | **Actioned**  **Yes / No /NA** | **Name of Head / Lead** | **Signature** |
| Removal of Biometric Access |  |  |  |
| Removal of Access to Official Email ID |  |  |  |
| Removal of Access to Zoho Cloud software |  |  |  |
| Removal of Access of client account in Server domain |  |  |  |
| If any Company Laptop handed over |  |  |  |
| Removal of SSL VPN Account credential in firewall |  |  |  |
| Remarks if any damages in hardware/devices: |  |  |  |
| Email Server Checked If any emails Incoming / Outgoing from company email server to other email servers (Threat of information security) |  |  |  |
| **For ISP Team:** Handover all the devices |  |  |  |
| Handover Secure VPN User Credentials |  |  |  |
| If any IT security policy Violation remarks: |  |  |  |
| Removal of contact from Team **Whatsup** group |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Management / Functional Team Lead/HR** | | | |
| **Name of Department** | **Handed over**  **Yes / No /NA** | **Name of Head / Lead** | **Signature** |
| KT files shared to Lead / Management |  |  |  |
| Completion of Assigned Task as per OE policy |  |  |  |
| Handover Training documents |  |  |  |
| Work Data uploaded in server folder and checked /verified – Ensure back up data saved |  |  |  |
| Removal of your online account connected with company’s social media such as Linkdin, Twitter, Facebook, or any other digital media account. |  |  |  |
| Handover user credentials of all the software applications |  |  |  |
| If anything pending in Team: Remarks: |  |  |  |

|  |  |
| --- | --- |
| **Employee Signature:** | **Date** |
|  |  |

**\* Signed duly by Employee, copy submitted to HR for F&F settlement.**

**Declaration:**

We hereby confirm that we do not have any objections to clearance of dues of Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We also confirm that all property of the Company entrusted to him/her during the tenure of service has been recovered and there is nothing against the individual as on date.

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

**Mr. T. Chandramohan Mr. C. Gopi**

**(Managing Director) (H R Manager)**