

## **Human Resource Department**

Employee Clearance form				REF: HR10-ECF-2024/ / / 2024			
	Staff ID:	PT-5682		Employee Name:	Nabeel Javed		
	Designation:	Sr. Developer		Project:	Software Development		
	Date of Joining:			Date of Leaving:			
	Contact No:			Personal Email Id:			
	Type of Separatio	n: Resignat	ion [	Termination	Annual Leave		
			Other				

The following Departments and Services must ensure that all pre-departure formalities have been concluded for employees leaving Xad Technologies LLC before settlement.

Other \_\_\_\_\_

It is the responsibility of the Employee to secure final clearance signature from each of the areas listed below: -

	Items	Status			Authorization	
Department		Yes/R eturn	Not Return	N/A	Signature	Remarks
	Toll Kit					
	Material/Keys					
Admin/Store	Mobile & SIM/Whatsapp disable					
	Staff Mess					
	Accommodation					
	Laptop	abla				
IT	Email & File Backup	A				
	Rest Email Password	<b>₽</b>				
	Company Vehicle					
	Access Card/CICPA Card /Military Card					
Project	Vehicle Document					
	Files/Password					
	Other Data/Document					
	ID Card					
	Training Bond					
HR	Passport					
	STL					
	Other (Please Specify)					

Project Manager	Transport Department	Admin Department	HR Manager	СЕО	
Signature	Signature	Signature	Signature	Signature	
Name:	Name:	Name:			