



**Employee Exit Clearance Form**

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| **Employee Code** | TBH00799 |
| **Employee Name** | Arun Singh Rathour |
| **Department/Function** | Technology – Credit Module |
| **Role/Job Tittle** | Software Developer |
| **Date of Resignation** | 09 July 2025 |
| **Last Working Day** | 09 Oct 2025 |
| **Manager Name** | Haritha Perni |

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| --- | --- | --- | --- |
| **Clearance** | **ITEM (Please specify if not indicated)** | **Employee Remarks** | **Final Remarks**  **(To be filled by respective**  **Stakeholder)** |
| **Functional (Manager Clearance)** | Process Handover  Data & Information Handover | All project tasks handed over to team and KT completed |  |
| **IT** | **Desktop / Laptop with all accessories**  (Mode: ThinkPad E14 i5 ) | Ready to dispatch |  |
| **Finance** | **Outstanding dues** |  |  |
| **Admin** | **Items**   1. ID Cards 2. Business Cards | Ready to dispatch |  |

I undersigned Arun Singh Rathour hereby acknowledge that have submitted company’s assets and declare that the above information is true of the best of my knowledge.

# Name of the Employee: Arun Singh Rathour

**Place: Anuppur, Madhya Pradesh**

**Date: 06 Oct 2025**



Tata Business Hub Limited Confidential Document Exit Clearance Form