



**Employee Exit Clearance Form**

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| **Employee Code** |  |
| **Employee Name** |  |
| **Department/Function** |  |
| **Role/Job Tittle** |  |
| **Date of Resignation** |  |
| **Last Working Day** |  |
| **Manager Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |
| **IT** | **Desktop / Laptop with all accessories**  (Model ) |  |  |
| **Finance** | **Outstanding dues** |  |  |
| **Admin** | **Items**   1. ID Cards 2. Business Cards |  |  |

I undersigned 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:

**Place:**

**Date:**



Tata Business Hub Limited Confidential Document Exit Clearance Form