

COMPANY CHECKLIST FOR CLEARING THE PROPERTY

Name, ID, Date of Exit	
Department, Position	
Head of Department of a Leaving Employee	<div>Duties transfer <input type="checkbox"/></div> <div>Documents transfer <input type="checkbox"/></div> <div>ID Name Signature _____</div>
Person responsible for fixed assets at the employee's Department	<div>Transfer <input type="checkbox"/></div> <div>Return <input type="checkbox"/></div> <div>Name of assets _____</div> <div>ID Name Signature _____</div>
Human Resources Department	<div>Exit Insurance <input type="checkbox"/></div> <div>Sodexo <input type="checkbox"/></div> <div>ID Name Signature _____</div>
Exit Interview	<div>ID Name Signature _____</div>