Employee offboarding

User Name

Password

☑ Remember Me

Cancel   Login

Logo   Menu Bar   ...

Emp ID ⬍	Employee Name ⬍	Designation	Lead Name	DOR	DOL	Status	Action
562	HJK	Testing Engineer	ABC	10 September 2020	09 December 2020	New	👁
123	XYZ	Sofware Engineer	ABC	26 August 2020	24 November 2020	In Progress	👁
321	KJ	Sofware Engineer	JKL	23 July 2020	21 October 2020	Withdrawn	👁
246	YJK	Sr.Software Engineer	GHF	26 March 2020	24 June 2020	Completed	👁

Logo　　Menu Bar　　...

Employee Name	Employee Name	Employee ID	1234	DOJ	01 Jan 2020
Designation	Designation	Department	Department	Lead	Lead Name

Reason for Leaving the job?　　　Personal Reason

Date of Resignation　　　10 September 2020

Date of Leaving　　　09 December 2020

Withrawn

Date

Comment

Lead Comments on Withdrawal　　　　　Lead Comments on Withdrawal

Department Head/Unit Head Comments on Withdrawal

Update

Acceptance Status

	Resignation Status	Comment DOL	Comment
Lead	Accepted		
Department Head/Unit Head	Accepted		
HR	Pending		

Update

Logo   Menu Bar   ...

Employee Name   Employee Name   Employee ID   1234   DOJ   01 Jan 2020
Designation   Designation   Department   Department   Lead   Lead Name

No Due Status

Attributes   Comments

☐ Knowledge Transfer

☐ Mail ID closure

Cancel   Update

Logo Menu Bar ...

| Employee Name | Employee Name | Employee ID | 1234 | DOJ | 01 Jan 2020 |
| Designation | Designation | Department | Department | Lead | Lead Name |

PERFORMANCE FEEDBACK FORM

| Present Skill Set | Primary |
| | Secondary |

Last worked project

Attributes   **Ratings**

Attendance | Good ▼ |

Responsiveness | Good ▼ |

Responsibility | Good ▼ |

Commitment on Task Delivery | Good ▼ |

Technical Knowledge | Good ▼ |

Logical Ability | Good ▼ |

Attitude | Good ▼ |

Overall performance during the tenure with CG-VAK Software | Good ▼ |

Lead Comments

Department / Unit Head Comments

Date : | / / | 📅

Close

| Employee Name | Employee Name | Employee ID | 1234 | DOJ | 01 Jan 2020 |
| Designation | Designation | Department | Department | Lead | Lead Name |