

Employee offboarding

User Name

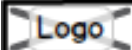
Password

☒ Remember Me

Cancel

Login

[illegible]



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|---------------|---------------|-------------|------------|------|-------------|
| 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

Withdrawn

Date

Comment

Lead Comments on Withdrawal

Update

Acceptance Status

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

Update



| | | | | | |
|---------------|---------------|-------------|------------|------|-------------|
| 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

| | | | | | |
|---------------|---------------|-------------|------------|------|-------------|
| 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

Comments

Thankyou for your valuable feedback

Date :

/ /



Submit