

Employee offboarding

User Name

Password

☒ Remember Me

Cancel

Login

[illegible]



| | | | | | |
|---------------|---------------|-------------|------------|------|-------------|
| 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Withdrawn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

Lead Comments on Withdrawal

Department Head/Unit Head Comments on Withdrawal

Department Head/Unit Head Comments on Withdrawal

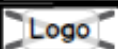
HR Comments on Withdrawal

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

☐ ID Card☐ NDA

Cancel

Update

| Department | SA | Admin | Finance | Quality | HR |
|--------------------|------------------------------------|-------|---------|---------|----------------|
| Knowledge Transfer | Official Email Account | | IT | | ID Card |
| | Skype Account | | Advance | | NDA |
| | Gmail or Yahoo Testing Purpose | | | | Exit Interview |
| | Testing Tools | | | | |
| | Linux or Mac machine Password | | | | |
| | Specific tools for renewal details | | | | |
| | Handover Testing Device | | | | |
| | Headset | | | | |
| | Machine Port Forwarding | | | | |

EXIT INTERVIEW FORM

EXIT INTERVIEW FORM

Please give your valuable feedback, which will help the company to perform better.

- | | |
|--------------------------------------------------------------------------------------------------|------------------|
| 1. Date of Leaving as per policy | 09 December 2020 |
| 2. How did you feel about your salary and the employee benefits provided by the company? | Employees Answer |
| 3. Is there any other benefits you feel should have been offered - Yes/ No Specify if yes. | Employees Answer |
| 4. How well was work organised ? | Employees Answer |
| 5. How challenging was your job ? | Employees Answer |
| 6. What did you feel about your growth potentials ? | Employees Answer |
| 7. How valued did you feel your ideas & opinions were in your department ? | Employees Answer |
| 8. How satisfied were you with the overall working conditions in your department? | Employees Answer |
| 9. If you have suggestions & Complaints, have you felt free to discuss them with your superior ? | Employees Answer |
| 10. What Prompted you to seek other employment. | Employees Answer |
| 11. Were you given adequate training or orientation to do your specific job responsibilities? | Employees Answer |
| 12. Any suggestions as to how the company could be a better place to work? | Employees Answer |
| 13. What did you like most about your job or the company ? | Employees Answer |
| 14. What did you like least about your job or the company ? | Employees Answer |
| 15. Any others ? | Employees Answer |

Date :

HR Exit Interview

AddDelete

Comment

Action Area

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

Lead Comments

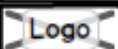
Lead Comments

Department / Unit Head Comments

Department / Unit Head Comments

Date :

Close



| | | | | | |
|---------------|---------------|-------------|------------|------|-------------|
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| Designation | Designation | Department | Department | Lead | Lead Name |

FINAL EXIT CHECKLIST

Type Of Exit

Voluntary

DOL

Reason for leaving

Last Drawn Salary

Can be Considered for Rehire

Overall Feedback

Relieving Letter

Given

Experience Letter

Salary Certificate

Final Comment

Documents to be uploaded if required



Date :

Updated By

Update