Employee Name: Dmytro Lobov

Department: TC

Exit date: last day in the office – 28.11.2019

last day with salary - 28.11.2019

**1. Internal Project’s procedures**

(Auto-filled)

[✓] e-mail forward *not required* to be verified by People Partner

Forward to

[✓] Google Drive content *not required* to be verified by People Partner

New owner name

[✓] Vacation (not used) \_\_\_13\_\_\_\_ to be verified by People Partner

**2. HR procedures (17th floor)**

(Filled by People Partner)

[✓] The number of unused vacation days verified

**3. Administrative procedures (19th floor, Reception)**

(Filled in by Receptionist)

[ ] Key

[ ] Business center pass card

[ ] Parking place/waiting line

**4. Travel procedures (18th floor)**

(Filled in by Travel Manager)

[ ] Travel insurance abroad

[ ] Air Tickets

**5. IT procedures (18th floor)**

(Filled in by IT Manager)

[ ] Check PC

[ ] Delete domain account

[ ] Delete mail account and exclude from aliases

[ ] Delete IP phone account

[ ] Close access to intranet

[ ] Block access to shared drives  
[ ] Fingerprint system

**ACKNOWLEDGMENT:** (***to be signed before going to Financial Department***):

Line Manager: *not required*

People Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Receptionist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  
 Travel Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

IT Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

**6. Financial Department procedures**

**Cost Accountant (18th floor)**

[ ] Business trips

[ ] Expense reports

**PE Accountant (6th floor)**

[ ] PE documents

[ ] PE bank account documents

[ ] Acts of provided services

Cost accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

PE accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

*\*****Please note****: Your last salary will be paid to you within one week since your Exit date. The currency exchange rate taken for calculation will be effective on your Exit date!*

*In case you have vacation planned for the last days of your employment, and you have your Exit checklist signed in Financial department (FD) before your Exit date, then the date of exchange rate can be negotiable with FD - either fixed on the date of factual signing of Exit checklist, or on your Exit date (preferable option).*

**Return original to HR Administrator (19th floor)**