

**From:** USI India Exit Management  
**Subject:** Deloitte offboarding guidelines | Action required  
**Date:** Friday, July 15, 2022 1:37:02 PM  
**Attachments:** [OB FAQs.pdf](#)  
[image001.png](#)  
[image002.png](#)

**Deloitte.**



USI Talent Exit Team | 15 July 2022  
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## Offboarding guidelines

Action required

Dear Colleague,

As a part of the offboarding process, we request you to take the following steps for a seamless exit experience. Please complete the [offboarding survey](#) which will help us validate your address, contact details to communicate with you, if needed, and enable timely exit clearance. It is mandatory to complete the offboarding survey.

### Submission of Deloitte assets

You are required to submit the assets ON YOUR LAST WORKING DATE. If you own a firm-issued personal digital assistant (PDA), a remote/in-person data wipe will be initiated. Please ensure to back up all personal data before your last working day.

You need to visit the nearest office / ITS hub to deposit your Deloitte assets.

- Hyderabad
- Bengaluru
- Gurgaon
- Mumbai
- Chennai
- Pune
- Kolkata
- Vizag ITS Hub
- Lucknow ITS Hub
- Indore ITS Hub
- Kochi ITS Hub

### Submission of IT assets:

Please note the list of IT assets that need to / need not be returned along with the laptop.

To be returned	Need not return
Power adapter (defective / working)	PC headset
Display / Ethernet connectors	Cable lock
Monitor	Laptop bag
Wireless speaker	Mouse
Project procured peripherals (wireless headsets, speakers, etc.)	Network cable

### Submission of Deloitte-issued non-IT assets:

List of assets to be submitted along with your laptop and IT peripherals:

- ID card – Mandatory to submit
- Desk / cupboard keys
- CE Gym assets

### NOTE:

- Once you submit all the company-issued assets, you will be provided with the necessary exit clearances, post which your F&F settlement will be initiated.
- Failure to submit the mandatory company-issued assets will affect your F&F settlement.

For more details, you may refer to the offboarding process FAQs appended with this email.

Regards,  
USI Talent Exit team

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