

STAFF EXIT CLEARANCE



WEMA BANK

NAME	JOHN IDEHAI
STAFF ID	507819
GRADE	B0
BRANCH/DEPT.	OGBA BRANCH
MODE OF EXIT	RESIGNATION
DATE OF EXIT	AUGUST 16, 2021
DATE OF EMPLOYMENT	FEBRUARY 20, 2012
EMAIL ADDRESS	kj-hovaya@yahoo.com

S/N	ITEM	DEPARTMENT	SIGNATURE & DATE
1.	Resignation/exit letter sent	HCM	
2.	Clearance from Inspection	INTERNAL AUDIT	
3.	Loans balance(s) (if any)	CREDIT ADMIN	
4.	NBV of assets clearance (Applicable to Managers and above)	GENERAL SERVICES	
5.	Exit Interview form sent	HCM	
6.	ID card returned	HCM	
7.	Token (if any)	IS. CONTROL	
8.	Credit Card Balance(s) (if any)	CARDS	
9.	Car Park Access(applicable to staff in the head office and Marina)	GENERAL SERVICES	

Staff Signature

Line Manager's Signature