**Return certificate - Interns**

Last Name (Employee) First name born on Pers No. (7-digit or Card-ID No.)

department cc last day of employment

**1. Department**

Borrowed objects have to be returned: tools, working clothes, office material, others. Return of all working papers (documents about working/research results, written documentation, IT-info, others). A compensation has to be withheld …

for EUR date signature

**2. Building Control I**

Return of company badge and company keys. A compensation has to be withheld …

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**3. Payroll**

Travel advance, attachment, Visa Corporate/Private Card, others. A compensation has to be withheld …

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**4. IT (T-Systems)**

Return of notebook and equipment to Helpdesk (Fab A, level 1). A compensation has to be withheld …

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**5. Return of mobile phones o return of UMTS-cards o return of dosimeter o final medical check is done**

(please check it when applicable) A compensation has to be withheld …

for EUR date signature Robert Lisec / Manager