



Trust. Value. Velocity

Offboarding Employee Manual



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Review Offboarding Information

Dear Sanjay B. Kedare,

We received your resignation and it has been approved.

While we are very sorry to let a valuable asset like you leave our company, we do understand and respect your decision.

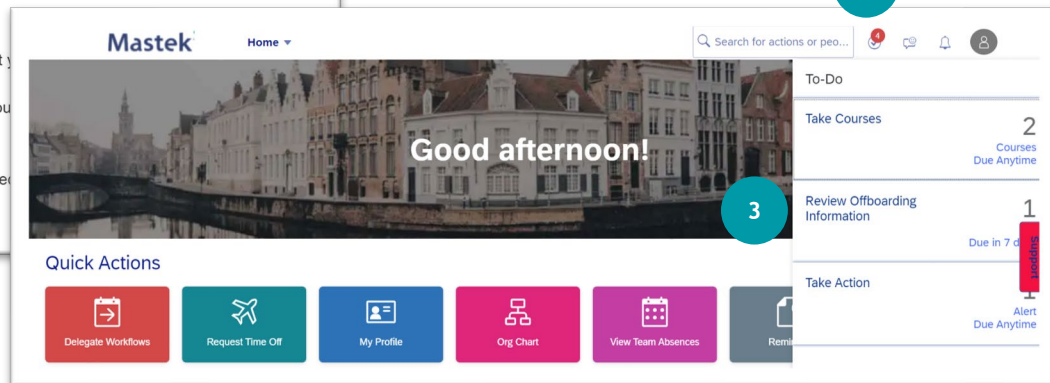
We understand you want your exit process to be smooth and pleasant - so we request you to complete your tasks and appear as To-Dos in [homepage](#).

Please review your information and update your **Personal Email ID** and **Current Address** if not maintained.

All the very best - we look forward to having you back with us sometime in the future!

An email, as above, will be received within few days from resignation approval

1. Login to SF
2. To Do List
3. Review Offboarding Information task



4. Review all the details appearing in this page like Personal Details, Contact Information, Address, Payment Information, etc. Click on the Pencil icon for making corrections
5. Ensure to add your personal email id and current address, if not already maintained, for further communications
6. Once done, click on Confirm

Mastek Home ▾

Search for actions or peo...

4

Review Offboarding Information

Please review and update the following information in order to ensure a smooth offboarding and future communication with you.

4

Personal Information ✎ ⌚

Effective as of: 13 May 2021

Title (Form Address)	Mr.	Marital Status	-
First Name	Sanjay	Since	-
Last Name	Kanera	Nationality	India
Middle Name	Ningappa	Second Nationality	-
Display Name	Sanjay	Father's Name	NINGAPPA MALLAPA HIRAJKANERA
Gender	Male	Religion	-

Show More

5

6

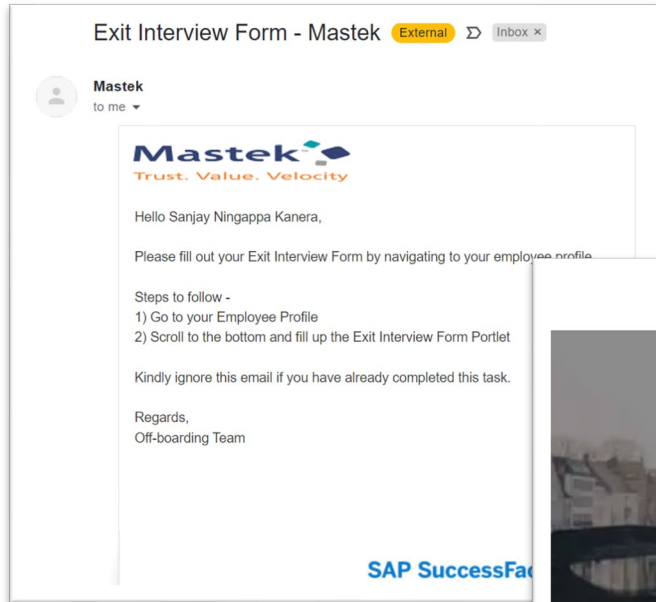
Contact Information ✎

Addresses ✎

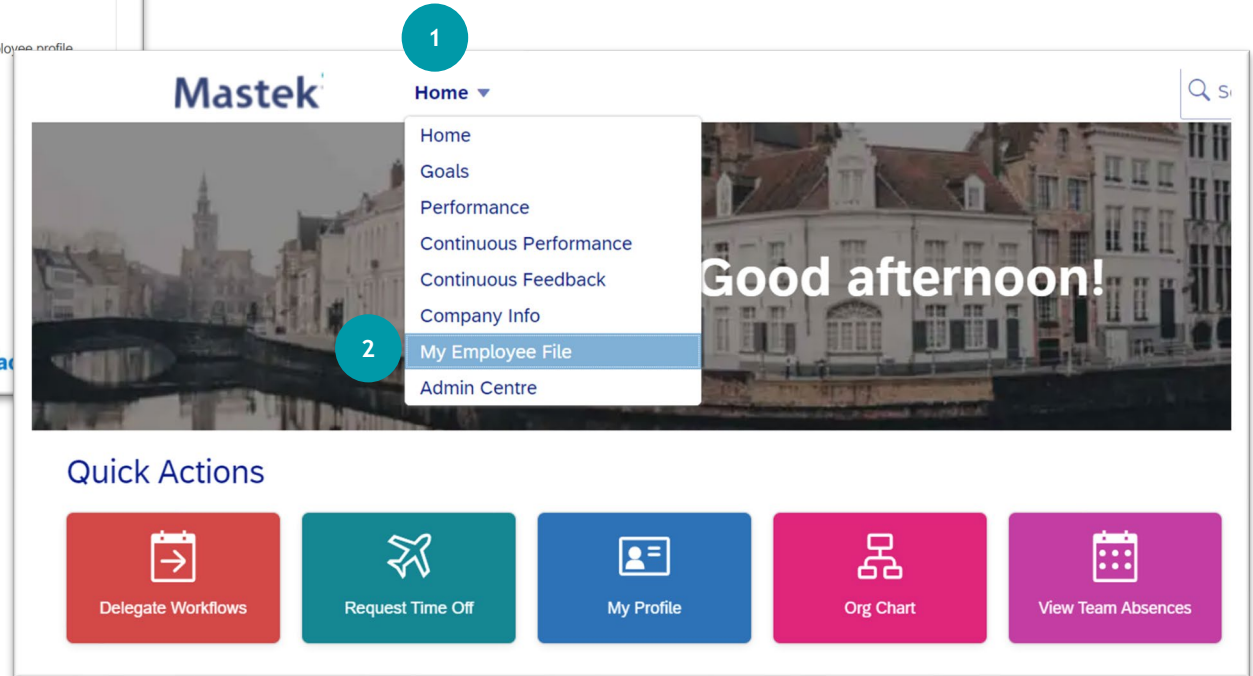
Confirm Cancel

Support

Exit Interview Form



1. Home
2. My Employee File



An email, as above, will be received within 15 days from Last Working Day

Sanjay Ningappa Kanera ▾ Consultant

< PERSONAL INFORMATION ▾ EMPLOYMENT INFORMATION ▾ NOMINATION DETAILS

3 Exit Interview Form

Exit Interview Form

4 Exit Interview Form: ✎

No data

3. Scroll to the bottom till the Exit Interview Form portlet appears
4. Click on the Pencil icon

Exit Interview Form:

What was the trigger for seeking a new opportunity? *

No Selection ▾

5

What is your reason for exit? *

No Selection ▾

What is one thing Mastek could have done to retain you? *

No Selection ▾

Would you like to join Mastek again in future? *

No Selection ▾

Rate on a scale of 3, how was your overall experience with Mastek? *

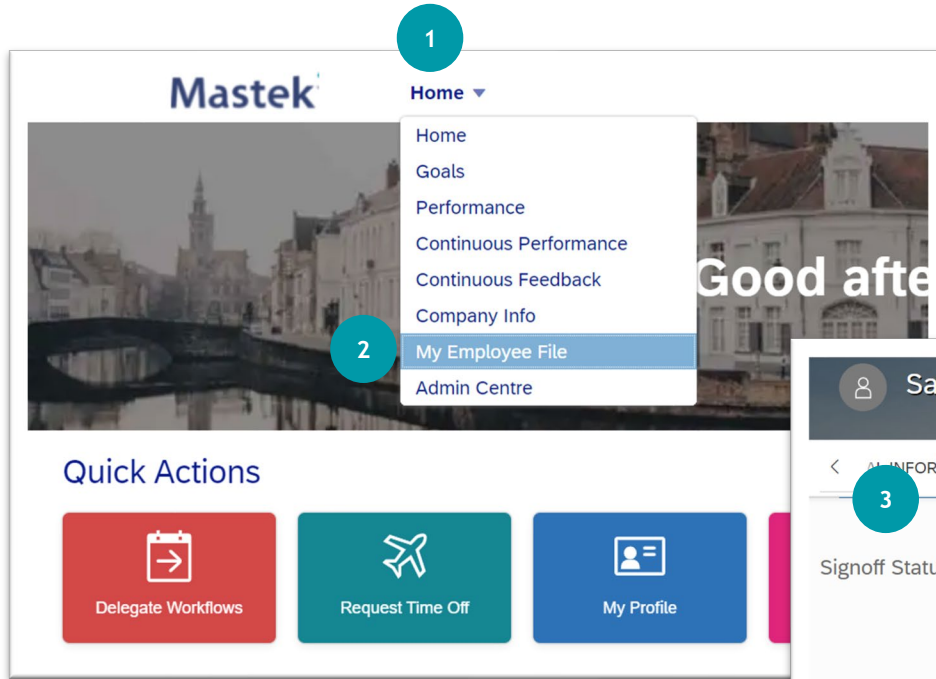
No Selection ▾

6

Cancel Save

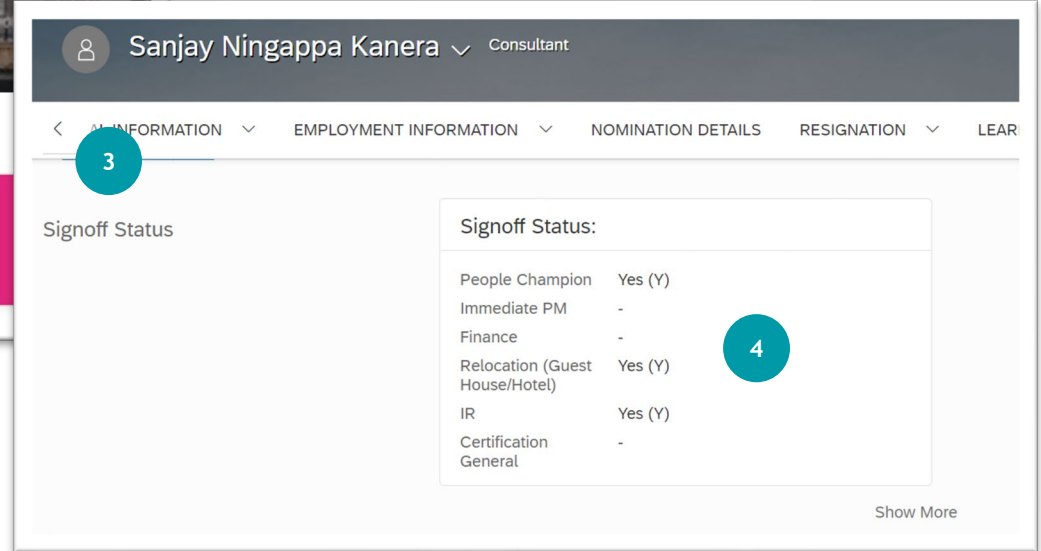
5. Enter your response
6. Save

Review Progress of Clearance Signoffs



1. Home
2. My Employee File
3. Scroll to the bottom till the Exit Interview Form portlet appears

4. Signoff Status of your clearances would appear in this portlet





Thank You

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