**Documents Required to Release Offer & Onboarding**

**CANDIDATE NAME: SOURCE:**

**OFFER RECRUITER:**

|  |  |
| --- | --- |
| **Name of Document** | **Yes/No** |
| **Manpower Requisition Form** |  |
| **Curriculum Vitae** |  |
| **Authorised signatory on MRF** |  |
| **Clover Application Form – signed by candidate** |  |
| **Interview Assessment sheet** |  |
| **Technical interview feedback – email / signature of interviewer** |  |
| **HR interview feedback - email** |  |
| **Recent 3 months’ Salary slips of current company** |  |
| **Bank statement – which consists the details of salary receipt** |  |
| **Offer letter & salary break-up – to be signed** |  |
| **Retention bonus letter, if required** |  |
| **Form 16, in case of cash case – of previous and current year, along with current company’s offer and appointment letter** |  |

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| --- | --- |
| **Relieving/Experience Letters** |  |
| **Acknowledgement of Offer letter/ retention**  **Bonus letter by candidate** |  |

**ONBOARDING:**

**Salary Split-up Approved By Offer Approved By Onboarding Approved By**