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| **Exit Form** |
| |  |  |  |  | | --- | --- | --- | --- | | **Employee Name** | POLLAKAYALA SURESH | **Date of Joining** | 01-03-2023 | | **VHS Professional Employee ID** | VHSP00762 | **Date of Resignation** | 16-10-2023 | | **TCS BA ID** | 2623285 | **Date of Resignation Acceptance** | 30-10-2023 | | **Designation** | SOFTWARE ENGINEER | **Date of Relieving** | 14-11-2023 | | **Department** | IT | **TCS Base location** | HYDERABAD | | **Reporting**  **Manager Name** | CHITRANSH SHRIVASTAVA | **Reporting Manager Contact Number and email ID** | chitransh.s@tcs.com |      |  |  |  |  | | --- | --- | --- | --- | | **Department** | **Activity** | **Details** | **Due status**  **(Cleared/Due/**  **NA)** | | Reporting  Manager/Project Lead | Official documents/Data handover | |  | | Any other Dues? | |  | | Asset Details | Asset ID: | 01HW2102224 |  | | TCS ID: | 2623285 |  | | Access card: |  |  | | Asset Type  (Desktop/Laptop): | LAPTOP |  | | Asset handover Date: | 14-11-2023 |  | | Name of person whom you have handed over assets:  Contact number of person who collected asset: | Yerrolla Dilip  kumar |  | | Asset handover location/TCS Site-  Complete address: | Synergy park Non-SEZ , CMC Gachibowli Unit opp. DLP Gate 3,Gachibowli Hyserabad-500032,Telangana. |  | | The list of assets which you have handed over to client (Desktop/ Laptop/ Number and TCS ID/  Access card Etc): | Laptop , Charger, mouse , laptop bag |  | |
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| |  |  |  |  | | --- | --- | --- | --- | | Please share below details if Material Movement Tracker (MMT) is raised: | | | | | MMT Details | MMT Number: | NO |  | | BA Employee Address where Asset is Available: |  |  | | Point of contact to collect asset: |  |  | | Candidate Contact Number: |  |  | | Once asset is submitted to courier team,  AWB(consignment) number: |  |  | | Courier Partner Name: |  |  |     I hereby acknowledge that I have accepted the last working day as communicated via email by VHS Professional Services Pvt., Ltd., I hereby declare that I have handed over all documents, assets & financial dues to the company. If I find anything to be returned or payable by me, I shall return/ pay equivalent amount by bank transfer to company.        Signature of Employee: Pollakayala Suresh  Date: 14-11-2023  Contact Number: 8465804085  Alternate Contact Number: 9618221785  Personal Email ID: suresh.py6043@gmail.com      **Note:**  Signed exit form should be emailed to hr@vhspro.net with all clearances within 3 working days from receipt of this form/last working day to complete exit formalities on time from VHS Professional Services Pvt., Ltd., |
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