

# Employee Offboarding Form

**Date: 03-07-2024**

Type of Separation:    ☒ Resignation                      ☐ Termination                      ☐ Others

|                              |                                          |
|------------------------------|------------------------------------------|
| Name: Imran Qaiser           | Designation: Software Engineer (Dot Net) |
| Employee No:                 | Department: Development                  |
| Last Working Day: 03-07-2024 | No. of days present during the month: 03 |

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>IT/ NY Office/ Peter</b> |                                     |
| a. Disabled TFS Account     | <input checked="" type="checkbox"/> |
| b. Disable E-mail Account   | <input checked="" type="checkbox"/> |
| c. Others                   | <input checked="" type="checkbox"/> |
| Employee Signature: -       | IT Manager Signature:-              |

|                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Admin &amp; HR</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |
| a. Employee Card                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/>                             |
| b. Office Keys/ Locker Keys                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/>                             |
| c. Office Assests <ul style="list-style-type: none"> <li>1. Office Keys/ Locker Keys</li> <li>2. Mobile Devices <ul style="list-style-type: none"> <li>a. 2 Android S4</li> <li>b. 1 Iphone 4S</li> <li>c. 1 Android S8</li> <li>d. 1 Iphone 7plus</li> <li>e. 1 I Phone X</li> <li>f. 1 Samsung S10</li> <li>g. 1 Ipad</li> <li>h. 2 Mac Books</li> </ul> </li> <li>3. Workstation</li> <li>4. Others.</li> </ul> | Laptop Returned with accessories (Mouse, Head set, Doc Charger) |
| Employee Signature: -                                                                                                                                                                                                                                                                                                                                                                                              | Manager HR/ Admin Signature: -                                  |

|                                              |                                     |
|----------------------------------------------|-------------------------------------|
| <b>Department Manager</b>                    |                                     |
| a. Co. Files/ Registers/ Manual/ Equipment's | <input checked="" type="checkbox"/> |
| b. Debriefing and written hand over note     | <input checked="" type="checkbox"/> |
| c. Work related Passwords in Excel           | <input checked="" type="checkbox"/> |
| d. Source Code                               | <input checked="" type="checkbox"/> |

# Employee Offboarding Form

|                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| Employee Signature: -          |  | Department Manager Signature:- |  |
| <b>Finance &amp; Accounts</b>  |  |                                |  |
| a. Loan/ Advance               |  | N/A                            |  |
| b. Any other Liabilities       |  | N/A                            |  |
| Employee Signature: -          |  | Finance Manager Signature: -   |  |
| <b>IT</b>                      |  |                                |  |
| a. Computer & Peripherals      |  | ✓                              |  |
| b. E-mails & Systems Passwords |  | ✓                              |  |
| Employee Signature: -          |  | IT Manager Signature:-         |  |

|                            |                   |
|----------------------------|-------------------|
| <b>Employee Signature:</b> | <b>Last Date:</b> |
|                            | 03-07-2024        |

**\* Signed duly by Employee, copy submitted to HR for F&F settlement.**

## General Manager Development.

We hereby confirm that we do not have any objections to clearance of dues of Mr. Mirza Asif Azim we also confirm that all property of the Company entrusted to his/her during the tenure of service has been recovered and there is nothing against the individual as on date.

|                        |            |
|------------------------|------------|
| _____                  | 03-07-2024 |
| (Authorized Signatory) | (Date)     |

|                                     |  |
|-------------------------------------|--|
| <b>General Manager Signature: -</b> |  |
|-------------------------------------|--|