

# Employee Offboarding Form

**Date: 02-06-2025**

Type of Separation: ☐ Resignation ☒ Termination ☐ Others

Name: Fawad Ahmed	Designation: Software Engineer (Dot Net)
Employee No:	Department: Development
Last Working Day: 02-06-2025	No. of days present during the month: 01

<b>IT/ NY Office/ Peter</b>	
a. Disabled TFS Account	✓
b. Disable E-mail Account	✓
c. Others	✓
Employee Signature: -	IT Manager Signature:-

<b>Admin &amp; HR</b>	
a. Employee Card	✓
b. Office Keys/ Locker Keys	✓
c. Office Assests <ol style="list-style-type: none"> <li>1. Office Keys/ Locker Keys</li> <li>2. Mobile Devices               <ol 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> </ol> </li> <li>3. Workstation</li> <li>4. Others.</li> </ol>	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	✓
b. Debriefing and written hand over note	✓
c. Work related Passwords in Excel	✓
d. Source Code	✓

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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>
	02-06-2025

**\* 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.

<hr/> <b>(Authorized Signatory)</b>	<hr/> <b>02-06-2025</b> <b>(Date)</b>
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<b>General Manager Signature: -</b>	
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