Employee Information & the details that are to be verified:

Name of Employee: Employee Code:

Previous Company’s Name:

Details furnished by:

The following are the Employee Details before joining Cygnet:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Details Required | Information Given | Verified by previous Company’s Executive  (Yes / No) |
|  | Designation |  |  |
|  | Department |  |  |
|  | Reporting To |  |  |
|  | Designation of the person to whom Reporting |  |  |
|  | Date of Joining |  |  |
|  | Date of Leaving |  |  |
|  | Monthly Gross Salary |  |  |
|  | Reason for Leaving |  |  |
|  | Attendance |  |  |
|  | Re-Hire Status |  |  |

Additional Comments regarding the Employee from previous Company:

To be filled by Cygnet:

The above mentioned information has been verified from Cygnet by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Executive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_