Mentor Graphics
A Siemens Business

TRAINEE CLEARANCE FORM

Personal Details – To be completed by the Trainee

Name	Yash Parmar	Designation	Trainee
Department	Aprisa R&D	Last working day	26-11-2021
		Training Start Date	01-06-2021
Signature (of trainee)	Yash	Date	24-11-2021

Project Related Details – To be completed by the Immediate Superior

- ❑ Date decided to relieve the trainee day – month – year) _____
- ❑ Handing over document / Transferring of responsibility Yes / No
- ❑ Received all project related Documents Yes / No
- ❑ Discussed the Non Disclosure Agreement that the employee has entered into with the company. Yes / No
- ❑ Any Other Comments

Signature _____ Date _____

IT Related Details – To be completed by the Systems Administrator

- ❑ All Hardware issued has been returned Yes / No
- ❑ Any Other Comments

Signature _____ Date _____

Operations Related Details – To be completed by the Operations In charge

- ❑ Returned Keys Yes / No / NA
- ❑ Clear Dues from Canteen Yes / No / NA
- ❑ Access Card Yes / No / NA
- ❑ Library Books-Noida Yes / No / NA
- ❑ Outstanding Postage or Phone Calls Yes / No / NA
- ❑ Lunch Deduction & Canteen Dues Yes / No / NA
- ❑ Any Other Comments

Signature _____ Date _____