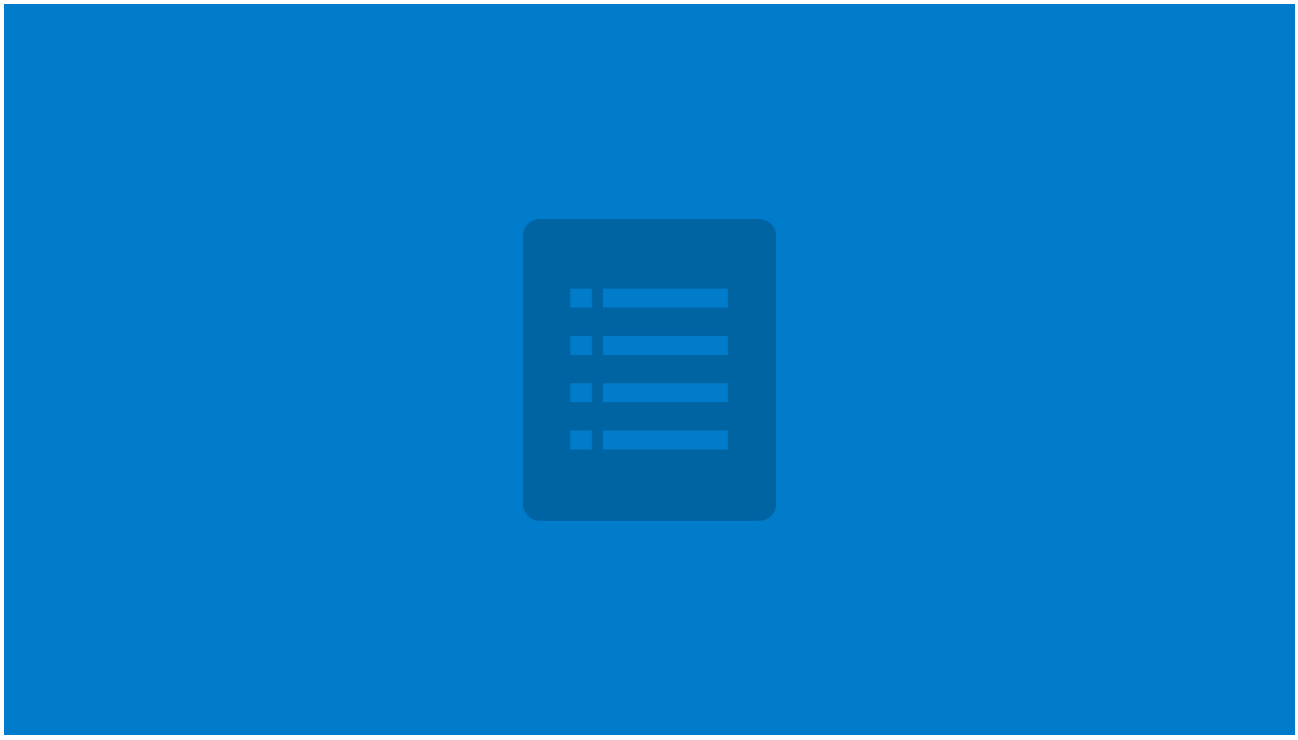
# Employee Exit Checklist

It is the employees responsibility to ensure that this form is completed and returned to HR dept on your final day. Please note that your final pay will not be prepared until this form has been sent to HR/Finance dept.



- [ ] Resignation letter given to HR, date
- [ ] Reason for leaving the company
- [ ] Notice period
- [ ] Employee Date of Joining
- [ ] Employee Date of leaving
- [ ] Agreement signed —LH/ 1 year
- [ ] Access /Identity Card
- [ ] What are you waiting for?
- [ ] Have you submitted your tax related papers
- [ ] Have you handed over all the details of the account you were handling to your Sr.Mgr/AGM
- [ ] System admit
- [ ] Salary dues if any
- [ ] Visiting Cards
- [ ] Office Keys (eg desk, drawers, filing cabinets etc)
- [ ] Certificates released on
- [ ] Exit Interview conducted

- [ ] Maibng address
- [ ] Any other remarks

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