



## Departure Checklist Form

S. No	Employee Details	
1	Employee Name	
2	TLC Employee ID	
3	Employee Personal Email ID	
4	Mobile Number	
5	Designation	
6	Program Name	
7	Location	
8	Reporting Manager	
9	Date of Joining	
10	Date of Leaving	
<p>On a scale of 1 to 5 with "1" being poor and "5" being outstanding, please rate the following</p> <h3>Employee Feedback</h3>		
1	Clarity of job responsibilities	
2	Training imparted at TLC	
3	Workload based on your key responsibility area	
4	Overall Job Satisfaction	
5	Resources availability to fulfill responsibility	
6	Work environment	
7	Working relationship with your fellow employees	
8	Working relationship with your reporting manager	



On a scale of 1 to 5 with "1" being poor and "5" being outstanding, please rate the following

## Recommendation

1	Would you like to work for us again?	
2	Would you recommend our company to your friends and family?	

To be filled by Program Manager / Cluster Manager / Human Resource Department

1	Formal Resignation Submitted	Dated: - Signature:
2	Handover of documents	Dated: - Signature:
3	Handover of Petty Cash Float	Dated: - Signature:
4	Handover of TLC ID Card	Dated: - Signature:
5	Handover of Hotel Name Tag	Dated: - Signature:
6	Handover of Official Laptop, Charger, Mouse and Laptop Bag	Dated: - Signature:
7	Handover of Official Mobile Phone, Charger and Sim Card	Dated: - Signature:
8	Physical Access (Revoke gate access and biometrics attendance access)	Dated: - Signature:



9	Logical Access (Revoke email access and any other logical access)	Dated: - Signature:
10	Notice Period Served: YES/NO	Dated: - Signature:
11	Notice Period Waived Off (Approved by Program Manager/Cluster Manager)	Dated: - Signature:
12	PF If any, PF Account No.	YES/No: - A/C No: -
13	Full & Final Settlement	Dated: - Signature:
14	Experience Letter Issued	Dated: - Signature:
15	Exit Interview by Reporting Manager / HR Manager	Dated: - Signature:
16	Signature of the IT / Finance / Controls / HR	Dated: - Signature:

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