

# EMPLOYEE EXIT CHECKLIST

Employee Name: Divyansh Tiwari		Date of Joining: Jan 10, 2025		
Resignation Sent on: Mar13, 2025		Relieving Date: Mar 24, 2025		
Reason of Leaving the company: Self Resign				
S.No	Item Descriptions	Status	Name/Sign/Date	Remarks
	<b>RETURN-Admin/IT</b>			
	Laptop/Desktop/other IT equipment	OK	Sumit Healy	
	Change password & other credentials	OK	24-02-25	
	<b>RETURN-Reporting Manager</b>			
	Login & password of all corporate Ids.			
	Project Credentials & Status			
	Informing Clients (if required)			
	KT Done (Specify the name of emp. KT received)		24/03/2025	
	Handover clearance to HR & Accounts			
	<b>EXIT PROCESS-HR</b>			
	Desk & File Keys			
	Name Plate			
	Employee I-card		Key	
	Parking Sticker			
	Handover clearance from RM			
	Exit Interview			
	Relieving Documents			
	Notify members and relevant stakeholders where relevant.			
	<b>F&amp;F- Accounts</b>			
	Submitted required tax related paper.			
	Adjustment of Dues (if any)			AM
	Adjustment of leaves/Notice period (if any)			TNG
	Final amount calculated			BGR
	No Dues Receipt (Get it signed before releasing)		24/03/2025	

For Intrics Solutions Private Limited

Shekhar Kumar Pandey (Executive Director)

**RDSolutions**

CIN No.: U72900UP2021FTC152514

Regd. Off.: Graphix 2, 2nd Floor, A 13, Sector 62, Noida, U.P.-201301

info@intrics.in www.intrics.io