

EMPLOYEE EXIT CHECKLIST

Employee Name: Divyansh Tiwari Resignation Sent on: Mar13, 2025 Reason of Leaving the company: Self Resign		Date of Joining: Jan 10, 2025 Relieving Date: Mar 24, 2025		
S.No	Item Descriptions	Status	Name/Sign/Date	Remarks
	RETURN-Admin/IT			
	Laptop/Desktop/other IT equipment	OK	<u>Sumit Mehta</u>	
	Change password & other credentials	OK	24-03-2025	
	RETURN-Reporting Manager			
	Login & password of all corporate Ids.			
	Project Credentials & Status			
	Informing Clients (if required)			
	KT Done (Specify the name of emp. KT received)			
	Handover clearance to HR & Accounts			
	EXIT PROCESS-HR			
	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.			
	F&F- Accounts			
	Submitted required tax related paper.			
	Adjustment of Dues (if any)			AM
	Adjustment of leaves/Notice period (if any)			NG
	Final amount calculated			SGT
	No Dues Receipt (Get it signed before releasing)	/	24/03/2025	C.

For Intrics Solutions Private Limited

Shekhar Kumar Pandey (Executive Director)

RDSolutions

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