

Exit Interview Form

We appreciate you taking a few minutes to answer the following questions. While we may share some of this information with management, individual responses will remain confidential to the Human Resources department, and will not become part of your personnel file.

1	Employee Name	Pawan Rajbhar
2	Date of Joining	1/6/2023
3	Last Day of working	31/7/2025
4	Department	Sales
5	Designation	Area Sales Manager

1. Please rate your direct supervisor on the following

	Excellent	Good	Fair	Poor
Clearly communicated expectations		✓		
Provided consistent and regular feedback about my work		✓		
Provided leadership, guidance and motivation to the entire team		✓		

2. Please rate the company on the following

	Excellent	Good	Fair	Poor
Communication with employees regarding updates and changes		✓		
Communication with employees regarding internal opportunities		✓		
Cross-department communication, collaboration and cooperation		✓		
Communicating and upholding company culture		✓		

3. Please rate the following statements as true or false

	True	False
I would consider returning to the organization in the future	✓	
I would feel comfortable referring someone else to work here	✓	

4. Why are you choosing to leave the company? For better prospect

5. Other feedback (optional) As per company norms everything is fine.

Pawan Kumar
Pawan

Pawan

Handover checklist to be given by Departing Employee

Pls. note that it's a template checklist so pls. tick as per your applicability.

S.No.	List of Items	YES	NO
	HOD		
1	List of all files & folders in the system along with password if any.		✓
2	List of physical files/ documents/papers		✓
3	Keys of Lockers/storage space allocated to her/her		✓
4	Company assets like Laptop/desktop (Complete set)/printer, scanner/ pen drive, CD/data cable, dongle for wifi, charger mobile or laptop		
5	Calculator/ Stationery/ Company seal/ Letter Head if any		✓
6	Any other specific documents/items related to specific work		✓
7	Company provided registers/diaries/ note books to carry out work		✓
8	Any safety PPE / Equipment received from company		✓
9	Sheet containing all the stock information available with Vendors/ clients / hospitals and like		✓
10	Any payable due to company by Vendors/clients & company dues to vendors / clients information.		✓
	HR		
11	Sim / mobile / charger ✓		
12	Visiting cards/ promotion bag ✓		
13	ID card ✓		
14	Any special badge/ trophy etc. received in common on behalf of company		
15	NOC from Vendors/clients / distributors/hospitals		

Signature of Departing Employee

Signature of Reliever/ HOD

Below are company assets submitted to Mr Rahul Koli (Asm)

Samples -

- 1) Ultra Soft Reinforced Gown (L) - 3
- 2) Absorbent mat - 2
- 3) Craniotomy drape - 3
- 4) Hip U Drape Pack - 1
- 5) VA - 1
- 6) Laptop A charger - 1
- 7) ID - 1
- 8) SIM - 1
- 9) Company Bag - 1

At 11/8/2025
(Receiver)

(Mr. Rahul Koli)

(Employee)

Pawna Kumar