

Employee Code		Date of Resignation	
Name of Employee		Last Working Date	
Designation		No of Days Present in Current Month	
Department		Contact No.	
Location		Bank Account Details	Attach Copy of Cheque / Bank Passbook

OUTLET / WORKSHOP / OFFICE		COMMENTS	Signature, Name & Designation of Approver
Attendance Marked in HRIS	Yes / No		
Deactivation Done in HRIS	Yes / No		
Previous Salary Payable (if any)	Yes / No	Mention Month / Days:	
Uniform Returned	Yes / No		
Is POS ID Deactivated	Yes / No		
IOU/ Petty Cash Recovery	Yes / No		
If Yes : Amount			
<b>ACCOUNTS</b>			
IOU/ Petty Cash Recovery	Yes / No		
Loan / Advance	Yes / No		
<b>HR / ADMIN</b>			
ID Card, Stationary, Visiting Cards & Car Sticker			
<b>INFORMATION TECHNOLOGY</b>			
Email ID Deactivation & Removal from mail groups	Yes / No		
Name removed HO Ext List	Yes / No		

<b>Status (Please Mark)</b> <b>Resigned / Terminated</b>	<b>If Resigned: Notice Period Served?</b> Yes / No	
	<b>If No :</b> Recover / Waive Off	
	<b>Days :</b> _____	<b>Recovery</b> _____ <b>Waived Off</b>

**Reason for Leaving -** \_\_\_\_\_

**EMPLOYEE DECLARATION**

This is to inform you that I have wilfully resigned from my services and have returned all the company belongings issued to me. In order to complete the Full & Final settlement, I hereby declare that above mentioned details are checked & verified by me. I have no further demand/claim with the company.

<b>Employee Signature</b>	<b>Outlet Manager / Department Head / HR RASAPOORNA FOODS PVT. LTD.</b>

**Remarks / Comments:**