



Separation Form

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EMC_HR_Sepa_001.00_Reg Emp
Sepa Form
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Date: 23-Jan-2024

Date:

Employee's Name :

Agreement No :

Client Serving :

Location :

Date of Joining :

Date of Leaving :

Date of Resignation :

Notice Pay (Days) :

Reporting To :

				(Please Tick)			Amount to recover	Signature of Client's Rep.
Details of return of charge				Yes	No	NA		
Received full access to data without password								
Received Company property (if any) in good condition:								
- Vehicle								
- Computer / Laptop etc with complete database.								
- Mobile / SIM card / Telephone dues etc.								
- Any working tool / instrument etc.								
- Stationery / V Cards / ID proof etc.								
- Full access to email ID (if given)								
- Cash advance / Any other advance given								
- Material issued by Stores Department								
- Uniform / Safety equipment / Locker keys etc.								
- Books / Magazines etc.								
Any responsibility with respect to Gate Pass (Security)								
Any other outstanding / receivable from him (Sect Head)								
								Sign / Name / Date

Employee's Declaration

I hereby declare that I have handed over complete charge of my office and that I owe no money to the client company or its Business Associates.

Sign / Name / Date

Notice Period ☐ to deduct / ☐ waive off

Please relieve

Authorized Signatory / HOD
Client company