

## IIFL : Employee Separation Form



Emp. Name: \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Date of Joining: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Resignation \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of leaving: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Provident Fund:**

I would like to withdraw my PF. Form 10C & 19 enclosed  I would like to transfer the PF to new job

**List of Handover:**

Sr. No	Particulars	Applicable	Responsibilities		Remarks
		(Yes/No)	Name	Signature	
1	Exit Interview				
2	Handover of Job responsibilities				
3	Access of documents either in hard or soft format				
4	Mail ID / system access deactivated.				
5	IOU / Salary Advance				
6	Loan Cleared				
7	Handover of office keys/floppies etc				
8	Company Lease Transfer				
9	Returned book to Kwench Library				
10	Sign off Client Ledger(AVP & Above Sign)				
11	Handover of Company Assets				
a	Mobile Sim Card				
b	Laptop				
c	Pen drive				
d	Printer				
e	Desktop				
f	ID Card				
g	Blackberry				
i	Keys if any				
j	Corp. credit card				
12	Any Other –(Specify : _____)				



**For Official Use Only.**

**A. IRA (Immediate Reporting Authority) Comments:**

Particulars	Comments
Notice Period Served - Yes/No	
Notice Period Deduct days	
Leaves in exit month	
Approval for	
Releasing Full & Final Settlement - Yes /No	
Issuing Relieving Letter - Yes/ No	

IRA Name _____	IRA Emp. Code: _____
IRA Designation _____	IRA Signature _____

**B. Dept Head Comments (Should be minimum VP & Above):**

HOD Name _____	HOD Emp. Code _____
HOD Designation _____	HOD Signature _____

(\*\*Note: HR will process F&F and Relieving letter based on receipt of this Exit form duly signed by all, HOD can Intimated to HR on mail in case there is requirement to stop F&F or Relieving letter before Credit date as per HR process of Full and Final settlement payment cycle.)

**C. Regional HR Comments:**

Form Received on: \_\_\_\_\_ DOL: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Particulars for Final Payroll Purpose	Comments
Notice Period Served - Yes/No	
Notice Period Deduct days	
Leaves in exit month	
Exit Mark Yes / No	
Approval for	
Releasing Full & Final Settlement - Yes /No	
Issuing Relieving Letter - Yes/ No	

Regional HR Comments: \_\_\_\_\_

HR Name \_\_\_\_\_ HR Emp. Code \_\_\_\_\_ HR Signature \_\_\_\_\_

## IIFL: Employee Exit Interview Form



<b>Name:</b>	<b>Emp. Code:</b>
<b>Date of Leaving:</b>	<b>Exit Interview Date:</b>

**A. Reason for Leaving (Please tick minimum 3 reasons in order of applicability)**

Sr. No	Reason of Leaving	Tick
1	Abscinding	
2	Absenteeism	
3	Fraudulent Activity	
4	Indiscipline	
5	Non-Performance	
6	Growth Opportunities	
7	Health of Family Member	
8	Higher Study	
9	Job Environment	
10	Job Profile	
11	Marriage	
12	Medicals	
13	Own Business	
14	Relocation	
15	Salary	
16	Any Other	

**B. Please rate the following job related statements**

Sr. No	Parameters	Always	Sometimes	Rarely	Never
1.	My skills were used effectively				
2.	I was given due recognition for the work				
3.	I was able to manage the work given to me				
4.	My knowledge for the job was sufficient				

**C. Please rate of the Working with your Superiors**

Sr. No	Parameters	Always	Sometimes	Rarely	Never
1.	Provides effective coaching				
2.	Roles and responsibilities were clearly defined				
3.	Provided fair and equal treatment				
4.	Regular performance feedback was provided				
5.	Discussed career advancement opportunities				

**D. Please rate the working of your subordinates.**

Sr. No	Parameters	Always	Sometimes	Rarely	Never
1.	There was knowledge sharing and transfer				
2.	There was team work and synergy				
3.	Responsibilities were shared				
4.	Unbiased counseling and support was provided				
5.	Shared recognition for good work.				



**E. General comments**

1. What are the good practices regarding work/ environment you want us to strengthen?

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2. Would you recommend IIFL to your friends outside, if yes, pls. gives reasons.

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3. What have been your most frustrating moments with IIFL?

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**Any other comments**

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**Official Use Only:**

Interviewer's Comments:

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**New Company Name:** \_\_\_\_\_ **Alternate Contact No:** \_\_\_\_\_

**Personal Email ID:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

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**Exit Category for HR Database: (Tick as per HR Process):** Voluntary / Company Initiated / Other Exit

**Exit Reason for HR Database:** \_\_\_\_\_

**Interviewer's Name / Emp. Code:** \_\_\_\_\_ / \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature of Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Employee Undertaking:**

I hereby declare that I am resigning from the company and above information is true and correct. I shall be personally responsible for any false information. I also undertake to inform credit card, bank and cell phone Company for discontinuation of my services and also undertake that payment of any outstanding in this regards will be my personal responsibility.

I further declare that I have not violated any confidentiality conditions and shall comply with them even after leaving the company. I confirm that I do not have any document or information related to the company's business, customer's etc. I also confirm that all my dues have been fully settled and there is no outstanding payable from the company to me after receipt of this F&F.

I hereby undertake to indemnify and keep indemnified IIFL & its group companies till a period of One year from my date of dissociation from IIFL against any losses/ claims/ charges/ fines/penalties, to defend cases, if any incurred due to any of my acts / omissions and /or claims from any of the clients mapped in my WIRE / serviced by me at any time during my association with IIFL which is attributable to me. In this regard, I shall also assist IIFL & its group companies and undertake to present myself to the company to facilitate any investigation and assist them in any litigation when called upon to do so.

**Signature Of Employee**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Resignation Letter

Date: \_\_\_\_\_

TO,

The Manager,  
IIFL,

Sub: - Resignation from the post of \_\_\_\_\_

Dear Sir,

I \_\_\_\_\_ S/O \_\_\_\_\_

R/O \_\_\_\_\_

With Emp Code \_\_\_\_\_ have worked with India Infoline Ltd, as a \_\_\_\_\_

from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ in \_\_\_\_\_ Process/Dept.

Due to \_\_\_\_\_ I would like to resign from my current employment. So, please accept my resignation and relieve me as per the terms and condition of the appointment letter and do my full and final settlement.

Thanking You,

Yours Sincerely,

(Signature)

(Name)