



SAIPRO INDUSTRIES PRIVATE LIMITED

EXIT CLEARANCE FORM

Name of the employee	
Designation	
Department:	
Date of joining	
Starting date in current position	
The total length of service	
Other positions held in the company:	
Qualifications	
Previous Experience	
Company name, years worked, the last designation (Recent)	

1.	Describe the primary reason(s) for your leaving our Company.

		Yes	No	Remarks
2.	Did dissatisfaction with any of the following factors influence your decision to leave?			
	2.1 Type of work/duties			
	2.2 Payment/Wages			
	2.3 Superiors			
	2.4 Location of work-place / commuting time			

		Comments:
3.	Your comments on the following aspects of working in:	
	3.1 Your prospects and advancement in the Company	
	3.2 Fair treatment to you	
	3.3 Recognition for jobs well done by you	
	3.4 Work-life balance in your case	
	3.5 Performance Planning & Evaluation with respect to your work	
	3.6 Steps were taken by the Company for your development	

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4.	Any other comments you desire to add for company better future:	
	4.1	
	4.2	
	4.3	

Signature(s) of the Interviewer(s):

Name(s) of Interviewer(s):

Date of the exit interview:

Mailed to: Mr. Maruti Walekar, Director, persons at immediate and higher reporting levels of the person leaving.