

**Employee Information**

|                           |  |         |  |
|---------------------------|--|---------|--|
| Name:                     |  | Emp ID: |  |
| Designation   Department: |  | Campus: |  |
| Last Working Day:         |  | DOJ:    |  |

**Reason for Resignation**

|                            |   |  |          |
|----------------------------|---|--|----------|
| 1. Better Job Opportunity  | Organization/ Univ./Inst. Name                | Designation/<br>Degree & Specialization          | Location |
| 2. Pursuing Higher Studies |   |  |          |
| 3. Self-Employment         | Business Name                                 | Designation                                      | Location |
| 4. Other Reasons           | Health Reasons <input type="checkbox"/>       | Poor Working Conditions <input type="checkbox"/> |          |
|                            | Family Circumstances <input type="checkbox"/> | Compensation/Salary <input type="checkbox"/>     |          |
|                            | Relocation <input type="checkbox"/>           | Lack of Training/Growth <input type="checkbox"/> |          |
|                            | Other (if any please mention):                |  |          |

**Your feedback is highly appreciated**

|   |
|---|
| 1. Did you ever suffer any form of discrimination, harassment or bullying? If yes, did you ever report? |
| 2. How frequently did you get performance feedback and talk about your career aspirations?              |
| 3. What was the best thing about working here?  |
| 4. What was the worst thing about working here?   |
| 5. What does your new job offer that your job with this organization does not?                          |
| 6. Were you satisfied with the compensation/benefits offered?   |
| 7. If an opportunity arises in future, would you consider returning to work here again?                 |

|  |
|--|
| <b>Filled by</b>                         |
| Name: _____ Signature: _____ Date: _____ |

| Campus Committee                   | Name | Signature | Date |
|------------------------------------|------|-----------|------|
| <b>Reporting Officer</b>           |      |           |      |
| Remarks: _____                     |      |           |      |
| <b>HR</b>                          |      |           |      |
| Remarks: _____                     |      |           |      |
| <b>Senior Faculty/ Non-Faculty</b> |      |           |      |
| Remarks: _____                     |      |           |      |