

**Employee Information**

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

**Reason for Resignation**

1. Better Job Opportunity	Organization/ Univ./Inst. Name	Designation/ 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: _____
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<b>Campus Committee</b>	Name	Signature	Date
<b>HR</b>			
Remarks: _____			
<b>Senior Faculty/ Non-Faculty</b>			
Remarks: _____			