

Leaving Clearance Confirmation

Name		Dept.			
Staff ID		Last working day	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Resignation Letter Attached</td> <td style="width: 30%;"> <input type="radio"/> Yes <input type="radio"/> No </td> </tr> </table>	Resignation Letter Attached	<input type="radio"/> Yes <input type="radio"/> No
Resignation Letter Attached	<input type="radio"/> Yes <input type="radio"/> No				
Department	Item to Retrocede & Confirm	Confirmed Signature and Date			
Your Dept. or Project Team	1. Relevant Business Documents				
	2. Approved by Head of Dept.				
	3. Spare Parts Clearance				
	4. Spare Parts Clearance				
Admin Department	5. All Company Fixed Assets Retrocede (Laptop, Desktop, Printer, Camera, etc)	<input type="checkbox"/> Computer Asset Number _____ <input type="checkbox"/> No Asset <u>Islamabad:</u> Tahir Kundi <u>Lahore:</u> Shahzad Rafiq <u>Karachi:</u> Amir Nazir			
HR Department	10. Staff ID Card Retrocede & Annual Leaves Balance				
	11. Overtime Claim (if any)				
	12. 工资结算 Payment Balance Settlement				
	13. Check documents & Email and ID cancellation				

Remarks: Before you leave your position in Huawei Technologies Pakistan(Pvt.) Ltd., please fill out the form. Your leaving will be valid ONLY after you get confirmation of each item from relevant people. The original copy should be submitted to HR Department.

Employee Signatures

Clearance Process finished on _____

Remarks by HR Department (If any) _____
