

Format Number:	LA/WSPO/PHL/HR/ECF	Document Name:	Exit Clearance Form
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EMPLOYEE EXIT CLEARANCE FORM



Name: Marvin Santosidad
Employee ID: 20334998
Date of Joining: February 18, 2022
Separation Date: June 19, 2023
Position: Associate
Exit Interview Date: June 19, 2023
Clearance Date: June 21, 2023

Dear Marvin Santosidad,

Please be informed that a No Due Clearance (NDC) is auto-generated by the system and clearance will be routed to the respective departments (Operations, FMG, RMAC, and HRSS) for closure. Clearance processing will take 1-2 months once HRSS receives all the data needed in processing last pay. The full and final (FnF) kit includes your last pay check, COE and 2316.

For inquiries related to FnF, please reach out to Human Resources Shared Services:

E-mail Address: monica.encorporado@wipro.com / lesiel.sanchez@wipro.com
Contact Number: (032) 230 - 1000 (loc 5013948) / 09164006494
Schedule and Venue: Mondays - Wednesdays | 2pm to 5pm | Ground Floor Tech Tower, Cebu Business Park
Requirements: Two valid government IDs

For someone claiming on your behalf, please provide a Special Power of Attorney (original) w/ a photocopy of both your own and the claimant's government IDs. Claimant should also bring two (2) of his/her original IDs upon claiming of FnF docs. Moreover, Loans with PAG-IBIG and SSS upon separation shall be deducted 2 months monthly amortization in final pay.

We thank you for the time spent with us.

Sincerely yours,

For Wipro Philippines Inc.

This is to acknowledge receipt of my exit clearance:

Signature Over Printed Name: *Marvin Santosidad*