Annexure 3

**Creche Termination Form (CTF)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Particulars** | **Detail** | | | | | | | | |
| **Employee Name** |  | | | | | | | | |
| **Employee email id** |  | | | | | | | | |
| **Employee details** | HCL ID |  | | Contact number | | |  | | |
| **Child Name** |  | | | | | | | | |
| **Child details** | Date of Birth | | DD/MM/YY | | Age |  | | Gender | Male/Female |
| **City of Usage (Location)** |  | | | | | | | | |
| **Creche Name** |  | | | | | | | | |
| **Tenure: Start - End date** | From | DD/MM/YY | | To | | | DD/MM/YY | | |
| **Signature** |  | | | | | | | | |
| **Name** |  | | | | | | | | |
| **Date** |  | | | | | | | | |