|  |  |  |  |
| --- | --- | --- | --- |
| **REJOINING REQUEST : REPORT BY TERRITORRY MANAGER/ AREA MANAGER** | | | |
|  | Name of the Ex-Staff (Requesting Rejoining): |  | |
|  | Sex |  | |
|  | Status |  | |
|  | Previous Designation (prior to resignation) |  | |
|  | Branch (last served) |  | |
|  | Region (last served) |  | |
|  | Highest qualification & Division |  | |
|  | Date of Birth |  | |
|  | Age |  | |
|  | Date of Joining |  | |
|  | Total Service |  | |
|  | Date of Resignation |  | |
|  | Reason for Resignation |  | |
|  | Whether served one month notice period |  | |
|  | Details of employment of the ex-staff, after resignation from MFL (include all) |  | |
|  | * Duration (From/To) |  | |
|  | * Organisation and Sector |  | |
|  | * Designation |  | |
|  | * Duties/responsibilities |  | |
| **Business Performance of Last Four Quarters (Prior to Resignation)** | | | |
| **Period Covered: From:** **To:** | | | |
|  |  | **Revenue Model Points** | **Incentive Earned** |
|  | GL |  |  |
|  | FD |  |  |
|  | SW |  |  |
|  | TW |  |  |
|  | Forex |  |  |
|  | MTOL |  |  |
|  | Insurance |  |  |
|  | WUMT |  |  |
|  |  |  |  |
|  | **Total** |  |  |
| **RECOMMENDATION OF RM**  (Suitability of Re-employment to be examined. Consider ability, attitude, discipline and performance)  **Region: (Name and Signature of RM &Date)** | | | |
| **REMARKS: INTERNAL AUDIT** | | | |
|  | | | |
| **REMARKS: HR** | | | |
| **APPROVAL** | | | |