

# **Employee Termination Policy**

This termination policy outlines the procedures and guidelines for employee separation from TechCorp Solutions. The policy ensures fair and consistent treatment of all employees during the termination process, maintaining dignity and respect throughout the transition.

Termination may occur voluntarily through resignation or involuntarily through dismissal. Involuntary termination can result from performance issues, misconduct, redundancy, or organizational restructuring. All terminations must follow proper documentation and approval procedures.

Employees are required to provide at least two weeks' notice for voluntary termination, except in cases of immediate resignation due to extenuating circumstances. The company reserves the right to accept shorter notice periods or request immediate departure based on role sensitivity.

Upon termination, employees will receive their final paycheck within the legally mandated timeframe, typically within 7 business days. This includes all accrued but unused vacation time, pending bonuses, and any other owed compensation.

Exit interviews are conducted to gather feedback about the employee's experience and identify areas for organizational improvement. Participation in exit interviews is voluntary but strongly encouraged.

Company property including laptops, access cards, company phones, and confidential documents must be returned on the last day of employment. Failure to return company property may result in deductions from final paychecks.

References will be provided upon request, limited to dates of employment and position held, unless otherwise authorized by the employee. The company follows standard practices for employment verification.

Severance packages may be offered at the discretion of management for long-term employees or in cases of redundancy. These packages are negotiated individually and may include extended benefits or financial compensation.

Employees terminated for cause may be ineligible for rehire and may forfeit certain benefits. The company maintains records of terminations to inform future hiring decisions.

This policy is reviewed annually and updated as needed to comply with changing employment laws and best practices. Employees are encouraged to review the policy regularly and contact HR with any questions.