



Date: 2nd April 2011

Human Resource

Policy: Resignation

Policy:

1. The Resignation policy shall apply in cases of resignation of employees from the services of Foradian Technologies Pvt Ltd
2. Employees who wish to resign from the services of Foradian Technologies Pvt Ltd should serve a notice period as per the offer letter given to the respective employee.
 - a. The shortfall in notice period will be recovered, based on per day Monthly Gross Earnings for the number of day's shortfall in notice period.
3. The acceptance of resignation has to be recommended by the Reporting Manager and Department Head and submitted to and acknowledged by HR Manager
4. HR should be immediately intimated by the Reporting Manager upon receipt of Resignation.
5. Employees will be relieved from the services of Foradian Technologies Pvt Ltd upon completion of necessary clearance formalities
6. Withdrawal of Resignations: Employees who wishes to withdraw their resignation at any point of time during notice period can do so by intimating HR through their reporting manager.

Validity:

The above rules shall be in force till further notice.

02 April 2011

Vishwajith. A