

SEPARATION

Employees who leave the Company will be treated fairly and ensure that all the dues are settled at the earliest.

1. The resigning employee would have to submit the resignation letter to his/her Team Lead, Branch Manager and HR Team.
2. HR Team after discussion with the employee regarding reasons for leaving will forward the letter to the US Management with the last day of working.
3. Employees are expected to serve the notice period as mentioned in their offer letter, starting from the date mentioned in the resignation letter or salary in lieu of notice period at the rate of basic.
4. Relieving date will get extend if in case of employee avail a leave during notice period and HR will coordinate in this process.
5. HR will issue the relieving letter and experience certificate only on the confirmation of Technical handover from his/her Manager/Lead.
6. On the last working day HR will conduct an exit interview and complete the handover formalities.
7. The final settlement will be made along with the salary of that month.