

Resignation Regulations

Although we hope that your employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign from employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

1. **Issues/concerns for resignation.** Employees are encouraged to discuss the reasons for their intent to resign from the company with HR or the concerned Managers prior to sending in their resignation so that the company gets an opportunity to address the issues/concerns leading to the resignation.
2. **Form of resignation notice.** All resignations must be confirmed in writing. Employees may wish to complete the Employee Resignation Form provided by the HR or send in a written e-mail notice that must include the reason for resignation.
3. **Rejection of Resignation.** Please note that the company may not accept your resignation and reserves the right to reject the resignation under the following circumstances.
 - a. when you are at onsite or at a client/partner location or
 - b. If you have returned from onsite less than 2 months ago or
 - c. If you are considered as a critical resource in the ongoing project or
 - d. If you have been planned/scheduled to go onsite or to a client/partner location.
4. **Relieving Date.** Upon receiving written notice of resignation, HR will initiate discussions with the concerned Managers and clients/partners as required to decide on the acceptance/rejection of your resignation.
 - If accepted, HR will reply to your resignation e-mail notifying the start date of the notice period and the earliest possible relieving date based on the employee's notice period as stated
 - If rejected, HR will reply to your resignation e-mail notifying you the reasons for rejection.Decision conveyed by the HR should be considered as final and the employee is requested not to indulge in any further discussions with HR or any other Managers/colleagues.
5. **Buying the Notice period.** Once your resignation is accepted and your anticipated relieving date has been notified by HR, you can request in writing for an early relieving by offering to buy back part of notice period. HR will be the deciding authority on how much of your notice duration can be bought back. Note that the company will not accept buy back of complete notice period duration under any circumstances.
6. **Salary Withholding.** When an employee resigns, the salary for the month in which the employee has resigned shall be withheld and it shall be paid along with the Full & Final Settlement, provided the employee has completed the notice period.

7. **Withdrawing of Resignation.** After discussions with HR Dept., when an employee decides to withdraw the resignation, it should be informed in writing. Once the resignation is withdrawn and accepted by the company, that employee resignation will not be accepted again before completing at least 6 months from such withdrawn date.
8. **Exit Meeting.** Resigning employees will be scheduled for an Exit meeting to ensure that all company property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the Company. Employee fail to return any company property, including keys, cellular phones, laptops, any other equipment and payments in lieu thereof, will be deemed ineligible for starting the process of F&FS, rehire and may be subject to legal proceedings on behalf of the Company.
9. **Full & Final Settlement (F&FS).** HR Dept. shall start the processing of F&FS after completion of the Notice period and receiving the no objection from all departments which include submission of bills, payments as in clause 8. Generally the F&FS shall be paid by the next payday after relieving date and paid subject to deductions (if any) for:
 - i. Un-served notice period Salary
 - ii. Refused to travel Onsite or Client / Partner engagement
 - iii. Any other outstanding amounts from employee
10. **Forwarding Address.** Departing employees will be asked to confirm their mailing address and email Id to ensure that all communications including Income Tax (TDS) Certificate is received in a timely manner. F&FS details also will be informed to this address.
11. **Reporting of Employee Departures.** All departing employees, regardless of the circumstances surrounding their departure, will be reported to all staff. Managers with a need to know will be advised of the last day of actual work for the company.
12. **Eligibility for Rehire.** Employees who resign in good standing under this regulations and whose performance is good will be eligible for reemployment. Former employees who apply for reemployment after six months will be treated as new employees for purposes of seniority-related benefits.
13. **Changes as and when required.** As and when Company deems necessary, these regulations are modified, added or deleted as the case may be from time to time.