

EMPLOYEE EXIT AND OFFBOARDING POLICY

1. Resignation

- Must be submitted in writing (email) to Manager and HR.
- Notice period starts from date of resignation email.

2. Notice Period

- Probationers: 15 days.
- Confirmed Employees: 60 days (2 months).
- Shortfall in notice period must be bought out (subject to management approval).
- Leaves during notice period are generally not permitted.

3. Exit Clearance Checklist

- IT: Return Laptop, Charger, Mouse, Data card.
- Admin: Return ID Card, Access keys.
- Finance: Clear travel impress or loans.
- KT: Complete Knowledge Transfer to assigned person and sign-off from Manager.

4. Exit Interview

HR will conduct a confidential exit interview to gather feedback.

5. Full and Final Settlement (FNF)

- Processed within 45 days of last working day.
- Includes unpaid salary, leave encashment (EL only), and bonus (if applicable).
- Relieving Letter and Experience Certificate issued post FNF settlement.