

## **OFFBOARDING / EXIT POLICY**

### **1. Resignation**

- Resignation must be submitted via email to Manager and HR.

### **2. Notice Period**

- Probation: 15 days.
- Confirmed Employees: 2 months (60 days).
- Buyout is at the discretion of management.

### **3. Exit Clearance**

- Return all IT assets (Laptop, Access Card).
- Clear all dues with Finance.
- Handover knowledge transfer (KT) document to lead.

### **4. Full and Final Settlement (FNF)**

- FNF will be processed within 45 days of the last working day.
- Experience letter issued only after FNF settlement.