

# EXIT PROCESS DOCUMENTATION

## 1. INTRODUCTION

This document outlines the detailed exit process for employees leaving the organization, either voluntarily or involuntarily. The process ensures legal compliance, knowledge transfer, data protection, and a professional experience for both the employee and the employer.

## 2. PURPOSE OF THE EXIT PROCESS

- Ensure smooth transition of responsibilities.
- Maintain organizational data integrity.
- Facilitate compliance with labor laws and internal policies.
- Collect feedback to improve employee retention.

## 3. SCOPE

This process applies to all full-time, part-time, and contractual employees across all departments and levels within the organization.

## 4. TYPES OF EXITS

- Voluntary Resignation
- Termination due to Performance or Policy Violation
- Layoffs / Redundancy
- Retirement

## 5. EXIT INITIATION PROCEDURE

### 5.1. Employee Resignation

- Employee submits resignation letter via official HR platform or email.

- HR acknowledges and initiates formal procedure within 24 hours.

## 5.2. Employer-Initiated Exit

- HR issues a formal letter outlining cause and notice period (if applicable).
- Immediate offboarding initiated in case of policy violation or security threat.

## 6. NOTICE PERIOD GUIDELINES

- Standard notice period is 30 days unless stated otherwise in the employment contract.
- For critical roles, transition timelines are reviewed by the reporting manager.

## 7. EXIT INTERVIEW

- Conducted within the last 5 working days.
- Purpose: Understand reasons for exit, capture feedback on role, team, leadership, work culture.
- Conducted by a neutral HR personnel.

## 8. TRANSITION & KNOWLEDGE TRANSFER

- Employee documents daily responsibilities, ongoing tasks, key stakeholders.
- Involves minimum 3 handover sessions with identified successor or team.
- Checklist signed off by reporting manager and HR.

## 9. DATA & ACCESS REVOCATION

- IT revokes access to all tools, systems, email, and internal platforms by EOD on the last working day.
- Employee submits all hardware (laptops, ID cards, sim cards) to the IT/Admin department.

## 10. FINAL SETTLEMENT

- HR calculates remaining leaves, reimbursements, outstanding advances.

- Payroll generates Full & Final Settlement (FnF) including:
  - Last months salary
  - Leave encashments
  - Bonus or dues
  - Deductions (if any)

## 11. CLEARANCE FORM

Employee must complete a clearance form that includes sign-off from:

- Reporting Manager
- IT/Admin
- Finance
- HR

## 12. DOCUMENTATION TO BE ISSUED TO EMPLOYEE

- Experience Certificate
- Relieving Letter
- Final Payslip and Settlement Report

## 13. POST-EXIT OBLIGATIONS

- Non-Disclosure Agreement (NDA) enforcement (if signed)
- Non-compete clause adherence (where applicable)

## 14. SPECIAL CASE HANDLING

### 14.1. Immediate Termination

- Access revoked immediately.
- HR and Legal team handle communication.

14.2. Retirement

- Recognition and farewell organized.
- Benefits (like pension or gratuity) initiated.

14.3. Absconding

- Multiple attempts to reach the employee documented.
- Exit processed under absconded with legal implication awareness.

15. FEEDBACK LOOP FOR PROCESS IMPROVEMENT

- Exit insights are compiled quarterly to refine onboarding, engagement, and retention strategies.

16. TIMELINE SUMMARY

Step	Timeline
-----	-----
Resignation submission	Day 0
HR acknowledgment	Within 24 hours
Exit Interview	Last 5 working days
Knowledge Transfer	From Day 1 to final week
FnF Settlement	Within 45 days post exit
Document dispatch	Within 7 days post exit

17. RESPONSIBILITIES MATRIX

Role	Responsibilities
-----	-----
HR	Coordination, interview, documentation, FnF
Manager	Knowledge transfer, clearance verification
IT/Admin	Asset collection, access revocation

## 18. COMPLIANCE & LEGAL CONSIDERATIONS

- Adherence to labor laws, statutory policies, and internal code of conduct.
- Legal team consulted for any disputes, high-risk exits, or sensitive matters.

## 19. EXIT COMMUNICATION TEMPLATE

HR will send a formal exit acceptance mail with the last working day, clearance checklist, and steps for final settlement and documentation.

## 20. APPENDICES

- Exit Interview Questionnaire
- Sample Clearance Form
- Final Settlement Template
- Sample Relieving Letter
- Experience Certificate Format