



# THINKNYX TECHNOLOGIES LLP

## HR Operations & Guidelines

### Exit Policy - 2022

#### Document Revision History:

Revision No.	Revision Date	Author	Summary of Changes
1.0	1-Jan-2020	Divya Vohra	Exit Policy 2020
1.1	14-Jul-2021	Divya Vohra	Exit Policy 2021
1.2	04-Jan-2022	Divya Vohra	Exit Policy 2022

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## **1. Exit Policy**

An employee may resign from the services of the company on his / her will at any time, by sending a 'Resignation Letter' via email stating reasons for the resignation to Reporting Manager with a copy to Human Resources (HR).

The amount of notice required is subject to the statutory notice period as outlined in employee's appointment letter. If not specified in your appointment letter default notice period is of 2 months.

### **Pre-relieving formalities:**

- The relieving formalities and notice period of an employee shall begin from the day employee submits the Resignation Letter.
- The reporting manager would duly accept the resignation with a copy of his acceptance and confirm the relieving date to the employee (resignee) and to HR.
- HR initiates the exit process with details of exit/clearance to the concerned employee.
- If notice period has to be waived off, the following matrix would follow :

<b>Business/Function</b>	<b>Approving Authority</b>
For Engineering/Projects	Chief Executing Officer, Reporting Manager and Head – HR & Operations
For Support Functions	Head – HR & Operations and Reporting Manager

### **Formalities during notice period:**

- Balance Leaves can be consumed during the notice period only after approval from Reporting Manager and timely intimation to HR.
- The employee has to submit approved expense sheets and investment proofs to finance 15 days prior to the last working day.
- During the last week of employee's notice period, HR shall conduct Exit Interview with the employee and assess the reasons for exit as well as employee's opinion about the work, supervisor, team members, work environment etc.

### **Formalities on the last working day:**

- The exiting employee shall hand over the Laptop and other hardware – to Reporting Manager/HR or Employee (assigned by reporting manager).
- Once all the clearances are approved in the 'Exit Clearance Form' and upon receipt of completed 'Exit Interview', HR shall prepare 'Experience & Relieving Letter' and hand over the same to employee on the last working day.
- Employee responsibility is to complete all exit formalities and take necessary approval for timely processing of Full and final Settlement. Within 30 days from employee last working day and completion of document, employee shall get his Full and Final Settlement.



## CLEARANCE FORM

**Name:**

**Employee ID:**

**Designation:**

**Department:**

**Reporting to:**

**Date of joining:**

**Date of Leaving:**

**Notice Period:**

*Flow From: REPORTING MANAGER → IT → FIN → HR*

- All department owners please ensure you tick on YES only if the clearance is complete.

### Future Contact details

Address:
Personal E-Mail ID:
Mobile/Tel Number:
<ul style="list-style-type: none"><li>• Get your correspondence address changed for all your external communication. (e.g. Mobile bills, Insurance policies, bank accounts)</li><li>• Please ensure you clear your workstation (all paper work) &amp; personal mails before your last day.</li></ul>

Employee Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Clearance to be obtained from reporting Authority:		
Remarks about Recoveries:		Name & Signature
Department's Assets (Anything that is given to you by Operations team like speakers etc) Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Keys of Office / Storage / Cupboard / Drawer etc. Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Work related CDs, password of files and access drives		

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Completed all the assigned work / Knowledge transfer is completed Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
<b>Clearance to be obtained from IT Department</b>		
<b>IT -Infra</b>	<b>Remarks</b>	<b>Name &amp; Signature</b>
Outstanding Amount to be recovered from full & final settlement: -----		
Recovery of Hardware / Laptop / Pen drive/ Data Card: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Disable Email Id: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Remove Name from Internal email service: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
<b>Clearance to be obtained from Accounts Department</b>		
<b>Accounts</b>	<b>Remarks</b>	<b>Name &amp; Signature</b>
Travel expenses pending against travel advance: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Payment of Dues: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Advance to be recovered: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Clearance intimation from HR Department: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
<b>Clearance to be obtained from Human Resource Department</b>		
<b>HR</b>	<b>Remarks</b>	<b>Name &amp; Signature</b>
Recovery of ID Cards / Access card / Gate pass Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Release of Company owned / leased accommodation allotted Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Exit Interview: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Verification of Court Notices Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Salary pending details Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Intimation to Accounts Department for clearance of dues Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Can the employee re-join the organization later (Y/N)? Supervisor to answer		

