

# Employee Exit Process

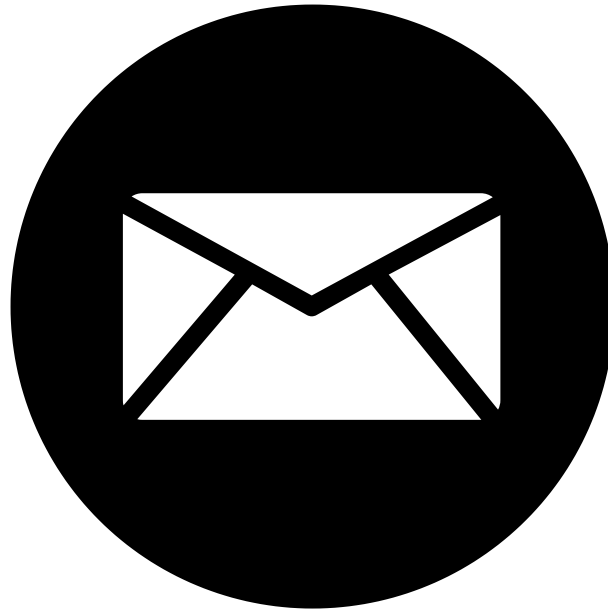
## exit management workflow



# Employee Exit Process

exit management workflow

## Step 1: Employee Resignation Submission



Employee submits a formal resignation notice to HR

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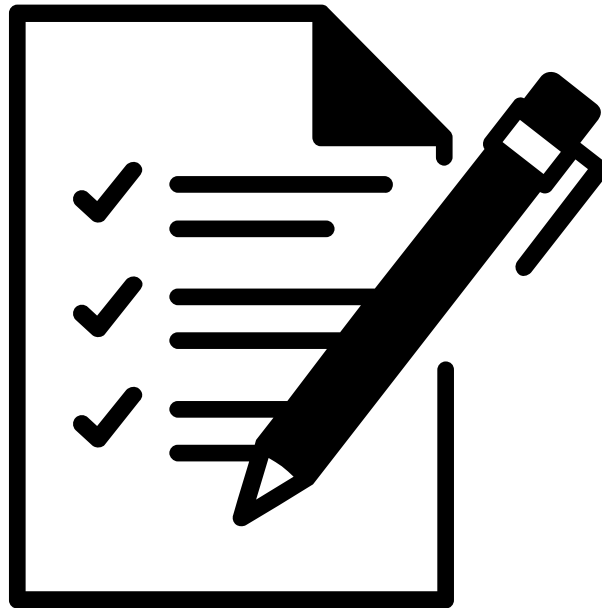
exit management workflow

## Step 2: Exit Interview Scheduling



HR schedules an exit interview to gather feedback

## Step 3: Knowledge Transfer & Handover

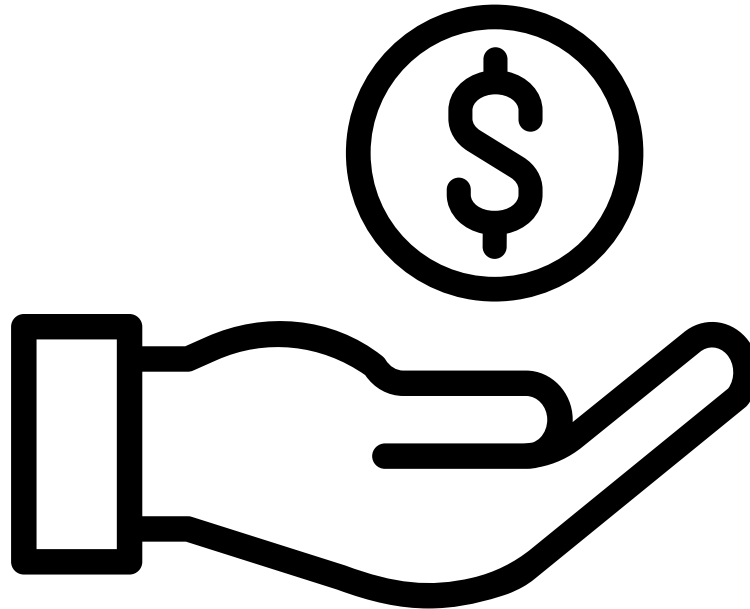


Employee documents key responsibilities and transfers knowledge to the replacement or team

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## Step 4: Final Payroll & Clearance



HR ensures payroll settlement, asset return,  
and final clearance

## Step 5: Farewell



Employee leaves on a positive note