

## **Exit Policy**

**Resignation Notice:** Employees are typically required to provide a formal notice period when resigning from their position. This notice period can range from a few weeks to a few months, depending on the seniority and responsibilities of the role.

**Exit Interviews:** Some companies conduct exit interviews to gather feedback from departing employees. These interviews aim to understand the reasons behind the departure and collect insights that could help improve the company's practices and work environment.

**Non-Disclosure Agreements (NDAs):** Employees may be required to sign NDAs or confidentiality agreements to protect sensitive company information, even after leaving the organization.

**Non-Compete Agreements:** In some cases, departing employees may be asked to sign non-compete agreements that restrict them from joining or starting a similar business that competes with their former employer for a specified period of time.

**Return of Company Property:** Employees are typically required to return any company-owned property, such as laptops, badges, or other equipment, upon leaving the organization.

## **Resignation notice**

**Date:** Begin the letter with the current date.

**Addressee:** Address the letter to your immediate supervisor or the relevant person in the human resources department.

**Salutation:** Begin the letter with a formal salutation, such as "Dear [Supervisor's Name],"

**Statement of Resignation:** Clearly state that you are resigning from your current position. Include the date on which your resignation is effective, which is typically two weeks from the date of the notice. You can phrase it as, "I am writing to inform you that I am resigning from my position as [Your Job Title] at [Company Name], effective [Resignation Date]."

**Express Gratitude:** Express gratitude for the opportunities and experiences you had during your employment. You can mention positive aspects of your time at the company or express appreciation for the support you received.

**Transition Assistance:** Offer to assist in making a smooth transition for your successor by providing support, training, or documentation during your notice period. This shows your willingness to help and ensures a positive end to your tenure.

**Finalize Pending Tasks:** Mention your intention to complete any pending projects or tasks before your departure, or offer assistance in transitioning them to another team member.

**Contact Information:** Include your contact information, such as your personal email address and phone number, so that the company can reach you if needed during the transition period.

**Closing:** End the letter with a professional closing, such as "Sincerely" or "Best regards," followed by your full name.

**Signature:** Sign the letter by hand above your typed name.

## **Comprehensive retention policy**

1. **Employee Engagement:** Implement strategies to promote employee engagement, including regular communication, opportunities for feedback, recognition programs, and career development initiatives.
2. **Competitive Compensation and Benefits:** Ensure that the organization offers competitive salaries and benefits packages to attract and retain skilled employees. Regularly review and benchmark compensation against industry standards.

3. Performance Management: Establish clear performance expectations and provide ongoing feedback and coaching to help employees succeed. Implement a fair and transparent performance appraisal process that recognizes and rewards high performers.

4. Work-Life Balance: Promote work-life balance by offering flexible work arrangements, such as telecommuting or flexible hours, and encourage employees to use their vacation and personal leave entitlements.

5. Learning and Development: Provide opportunities for employee growth and development through training programs, workshops, conferences, mentoring, and tuition reimbursement. Support career advancement and internal mobility within the organization.

6. Recognition and Rewards: Implement a recognition program to acknowledge employees' contributions and achievements. This can include monetary rewards, non-monetary incentives, public recognition, or career advancement opportunities.

7. Healthy Work Environment: Foster a positive and inclusive work culture that values diversity, respect, and collaboration. Promote work-life balance, mental health initiatives, and employee wellness programs.

8. Succession Planning: Develop a robust succession planning process to identify and groom internal talent for key positions within the organization. Provide opportunities for high-potential employees to advance their careers.

9. Transparent Communication: Establish open and transparent communication channels throughout the organization. Keep employees informed about organizational changes, goals, and strategies. Encourage two-way communication and address employee concerns promptly.

10. Exit Interviews and Analysis: Conduct exit interviews to gather feedback from departing employees and identify areas for improvement. Analyze the feedback to make necessary changes to enhance retention efforts.

11. Employee Recognition and Career Milestones: Celebrate employee milestones such as service anniversaries, promotions, and significant achievements to show appreciation for their contributions.

12. Employee Wellness: Implement wellness programs that support physical, mental, and emotional well-being. Offer resources such as employee assistance programs, health insurance, and access to wellness activities.

13. Employee Feedback and Surveys: Regularly seek employee feedback through surveys or focus groups to understand their needs, concerns, and suggestions for improvement. Use the feedback to inform retention strategies.

14. Employee Referral Program: Establish a referral program that incentivizes employees to refer qualified candidates for open positions within the organization.

15. Stay Interviews: Conduct stay interviews to proactively engage with employees, identify their satisfaction levels, and address any potential retention concerns before they escalate.

## Official public holiday schedule for 2023 in Vietnam

Public Holiday	Details	Observed	Days
Gregorian Calendar New Year Holiday	January 1	Monday, January 2	1
Lunar New Year (Tet) Holidays	Sunday, January 22 (the 1st day of the first month of the Lunar calendar) + four more days assigned at the discretion of the government.	Friday, January 20, to Thursday, January 26	5
Hung Kings Commemoration Day	Saturday, April 29 (the 10 <sup>th</sup> day of the third month of the Lunar calendar)	*Tuesday, May 2	1
Victory Day	Sunday, April 30	*Wednesday, May 3	1
International Labor Day	Monday, May 1	Monday, May 1	1
National Day	Saturday, September 2, + the day before or after at the discretion of the Prime Minister.	Friday, September 1 to Monday, September 4	2