



Actions

Head

Take Action

Change Job and Compensation Info

Misc One-Off Payments

Employment Details

Add: Global Assignment Details

Termination of Service

One Time Deduction

Manage Recurring Deductions

Print/PDF

1. Go to your HR Central Profile, Click on Action. From the drop down select "Termination of Service"

Termination of Service

Termination of Service

Date Notice Given

dd MMM yyyy

Notice Period

No Selection ▾

*Last Day of Service

dd MMM yyyy

*Termination Reason
(Company)

No Selection ✓

*Termination Reason

No Selection ▾

Last Date of Work

dd MMM yyyy

In-Lieu Date

dd MMM yyyy

Salary End Date

dd MMM yyyy

Payroll End Date

dd MMM yyyy

Ok to Rehire?

No ▾

Show 7 more fields

Cancel

Save

2. Fill in the Date Notice Given (Resignation email date)
3. Mention Last Day of Service (As per HR's email)
4. Mention Termination Reason.
5. Click on "Save" button.