

Employee Attrition Prevention Report

Prepared for: HR Department

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1. Executive Summary

Employee attrition is a critical challenge impacting organizational growth and performance. This report analyzes HR data to identify key drivers of employee resignation and provides actionable recommendations to reduce attrition rates.

The findings indicate that factors such as **Overtime, Monthly Income, Years at Company, Job Satisfaction, and Age** are significant contributors to attrition. By addressing these areas, the organization can improve employee retention, job satisfaction, and overall productivity.

2. Key Insights

- **Overtime:** Employees with frequent overtime show higher attrition rates.
- **Monthly Income:** Lower-income groups are more likely to resign.
- **Job Satisfaction:** Employees with lower satisfaction scores have higher attrition probability.
- **Years at Company:** Early-career employees are more likely to leave within the first 3 years.
- **Age:** Younger employees (<30 years) show higher resignation trends.

3. Recommendations

◆ **Work-Life Balance**

- Limit excessive overtime by redistributing workloads.
- Introduce flexible working hours and remote work options.

◆ **Compensation & Benefits**

- Benchmark salaries against industry standards.
- Introduce performance-based bonuses and career growth incentives.

◆ **Employee Engagement & Satisfaction**

- Conduct regular employee surveys to identify dissatisfaction early.
- Implement recognition and rewards programs to boost morale.

◆ **Career Development**

- Provide mentorship programs and skill development workshops.
- Design clear career progression pathways for employees.

◆ **Retention Programs**

- Develop onboarding programs to support new employees in the first 2 years.
- Encourage open communication between managers and employees.

4. Conclusion

By addressing key drivers of attrition, the organization can **reduce employee turnover, improve retention, and enhance overall workplace satisfaction**. Implementing these strategies will not only save recruitment costs but also strengthen organizational culture and performance.