Exit Policy

This document is aimed at laying out the policies followed by the company in dealing with resignation, exits and relieving:

1. The resignation will have to be submitted at <https://techmojo.freshteam.com/> ﷟HYPERLINK "mailto: hr@techmojo.in" with a copy to line manager/immediate supervisor. The date on which exit request is submitted at the link mentioned will be considered as formal start date of the notice period.

2. Company, at its discretion, will communicate the relieving date to the employee within 2 weeks of submission of resignation. This is done after due consultation with the line manager/immediate supervisor.

3. The employee who voluntarily submits a resignation or issued a notice of termination by the company for whatever reason will not be eligible for any bonus payout once the resignation is submitted or notice of termination is issued. This ineligibility applies to all types of bonuses, including but not limited to, variable performance bonuses, referral bonuses, fixed joining bonuses, etc. The ineligibility applies to any bonus that may be pending for the year that had concluded and for the current year. Any joining bonus that may have been paid will have to be returned if the employee resigns within one year of continuous service from the date of joining or is terminated within the first year of service.

4. The employee’s monthly salary for the first 30 calendar days (after the resignation notice be withheld immediately once the resignation is submitted. The pending salary will be processed as part of the full and final settlement, subject to satisfactory discharge of work duties while on notice period as certified by the supervisor and HR (Human Resources). This is credited to the employee's account as part of the salary credits during the monthly payment cycle in which he is relieved. However, the pending salary will not be credited until all company/client assets and devices are returned to the company's satisfaction, without any damage.

5. Employee is not allowed to buy out the notice period, unless and otherwise the management has agreed in writing to do so. In case the buyout is accepted, the gross salary of the employee is considered for payment for the pending notice period.

6. Employee will be issued relieving certificates one week after relieving and after all assets are returned. But in rare cases this can take a maximum of 2 months. Any damage to the company assets used by the employee will be deducted from the final payout due to the employee on account of withholding of monthly salary. Relieving formalities and full and final settlement will not be complete until all the dues are settled.

7. The employee will have to sign the documents: non-disclosure and non-solicitation [agreements for the relieving to be completed.](https://techmojo.atlassian.net/wiki/spaces/APA/pages/46563339)

8. The employee shall not take up any engagement with the future employer or other organization till the time he is formally relieved. In case of failure to do so, all the intellectual property generated by the employee till the time he is relieved, will belong to TechMojo.

9. The employees who resign are not permitted to take any leave during the notice period and if they avail themselves of any leave, the notice period will be extended by as many working days. This is to ensure orderly knowledge transfer.

10. Please note, that resignation post working hours and weekends will not be considered on the same day. The resignation email will be counted the next working day as start of notice.