

## **Guidelines for EXIT/Offboarding Process for CBSI Employees'**

### **Resignation:**

Resignation email should be sent to Reporting Manager copying your respective HR Business Partner.

### **Notice period:**

As per the terms and conditions listed in **Annexure B** of your offer letter, notice period is arrived based on the probation status.

1. If your probation is successfully cleared, the notice period is 60 days from the date of resignation
2. If your probation is not cleared, the notice period is 30 days from the date of resignation

**Important Note:** It is mandatory for all employees of CBSI to serve the notice period and facilitate transition before the Last working day. Any exceptions to the last working day need to be approved by the Head of HR.

### **No Dues Clearance (Action Required by Employees)**

Team	Action required	Deadline
IT Assets	Please submit all your CBSI provided IT assets like laptop, HDMI cords, headphones, monitors, keyboard, mice along with connector cables	Last working day
Finance	Clear off any dues to be recovered as a part of lien against reimbursements claimed (if any)	1 week before last working day
ID Cards	Submit your photo ID card and building access cards to Security	Last working day
Admin	Submit all your locker keys to Admin Team	Last working day
Project Materials & Licenses	Submit and transfer the ownership of all your project material to your reporting manager. This includes license to any of the tools and applications	One week before last working day

### **Full & Final Settlement:**

1. If your last working day is before 10th of any given month, your second month salary during notice period will be placed on hold until all dues are cleared. These arrears will be included as part of Full & Final Settlement on the next immediate salary day.
2. Your Full & Final pay includes your last month salary, leave encashment of unused earned leaves, Gratuity (as per standard Gratuity rules). Taxes will be applied as per Income tax guidelines. Please upload all your tax proofs (if any) on EY portal for tax exemptions.
3. Variable bonus is paid based on your eligibility criteria if you are on active employment with CBSI as on the bonus pay date.

**Letters:**

1. Resignation Acceptance letter is issued on your last working day post No dues clearance
2. Relieving and Service experience letter will be issued after your F&F is processed
3. Please download all your pay slips from EY Portal before your last working day

**Exit Survey:**

Please click on the following link to take a quick survey to share your thoughts on working with Chubb.

[Exit Survey](#)

**Points of Contact:**

1. IT Team: [chubb\\_india\\_enduserservices@chubb.com](mailto:chubb_india_enduserservices@chubb.com)
2. Facilities & Admin: [Swarnalatha.Ganapa@chubb.com](mailto:Swarnalatha.Ganapa@chubb.com)
3. ID Cards & Security: [Santhanam.BalakrishnaReddy@chubb.com](mailto:Santhanam.BalakrishnaReddy@chubb.com)
4. Any other queries: [Chubb India HR Support@chubb.com](mailto:Chubb_India_HR_Support@chubb.com)

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