

# Offboarding & Exit Process at Optum India

At Optum India, we ensure that the offboarding process is transparent and seamless. Employees leaving the organization are guided through final settlements, documentation, and system clearances.

## Frequently Asked Questions (FAQ)

### **When will I receive my final settlement and payslip?**

Final settlements, including pending salary, leave encashment, and deductions, are processed within 45 days of the last working day. The final payslip is issued in the same cycle.

### **How do I apply for my experience and relieving letters?**

Experience and relieving letters are automatically generated once the clearance process is complete. They can be downloaded from the HR portal within 10 working days after exit formalities are finalized.

### **What is the clearance process I need to follow?**

Employees must return company assets, clear outstanding expenses, and obtain approvals from their reporting manager, IT, and facilities team. Clearance forms are available on the HR portal.

### **Can I access my employee portal after my last working day?**

Access to the employee portal is restricted after your exit date. However, you will continue to receive exit-related communication via your personal email.