

# Offboarding & Exit Process

When you exit Optum India, we want the process to be smooth, fair, and compliant with Indian statutory and organizational norms. Here's what you should expect.

## FAQ:

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

A: Final settlement (pending salary, leave encashment, deductions) is processed within 45 calendar days of your last working day. You will receive your final payslip in the same pay cycle.

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

A: Once you complete the clearance and exit formalities, the experience and relieving letters will be auto-generated and made available on the HR portal within 10 working days. You will receive a notification to download them.

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

A: The clearance involves returning company assets (laptop, ID badge, access cards), settling any outstanding expenses, audits by IT, Facilities, and your reporting manager, and signing off on the clearance form available on the HR portal. Only after all departments sign off can your exit be finalized.

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

A: No. Portal access is revoked as of your last working day. However, exit communications (settlement status, letters) may be sent to your provided personal email.