Devloom Labs Employee Exit Policy After Project Completion

1. Purpose

The purpose of this document is to outline the procedure and guidelines for employees who wish to leave Devloom Labs upon the completion of a project. This policy ensures a smooth transition for both the company and the departing employee.

2. Scope

This policy applies to all full-time, part-time, and contractual employees of Devloom Labs who are involved in project-based work.

3. Notice Period

- Employees who intend to leave the company after completing a project must provide a written notice of their intent to resign at least **30 days** before the project end date.

- This notice period allows the company to make necessary arrangements for project handover and resource planning.

4. Handover Process

- A thorough handover of all work, including documentation, code, and other relevant project assets, must be completed before the employee's last working day.

- Employees are required to prepare a detailed handover report, covering ongoing tasks, pending issues, and any other critical information that will aid in the project's continuation without disruption.

5. Exit Interview

- All departing employees are encouraged to participate in an exit interview with HR. This interview provides an opportunity for the employee to share feedback and for the company to address any concerns.

6. Clearance and Final Settlement.

- The final settlement, including payment of any outstanding salary, benefits, or reimbursements, will be processed upon successful completion of the handover process and return of company property.

7. Confidentiality and Non-Disclosure

- Departing employees are reminded of their obligation to maintain the confidentiality of all proprietary information, even after their employment with Devloom Labs has ended.

- Any breach of confidentiality or misuse of company information will be subject to legal action.

8. Reference and Rehire

- Devloom Labs is committed to supporting the future endeavours of its former employees. References will be provided upon request, subject to the employee's performance and conduct during their tenure.

- Employees who leave on good terms may be eligible for rehire, depending on the company's needs and the individual's qualifications.

9. Contact Information

For any questions or assistance related to the exit process, employees can contact the HR department at +91 79890 39384.

10. Acknowledgment

Employees are required to acknowledge receipt and understanding of this policy by signing below:

Employee Acknowledgment

I, Akansh Agarwal, have read and understood the Employee Exit Policy After Project Completion at Devloom Labs. I agree to adhere to the terms and conditions outlined in this document.

Name: _____Akansh Agarwal_____

Signature: _____

Date: _____03/sept/2024____