



Exit and Separation Policy

This policy was made on 26th December 2024 and will remain in existence till 31st December 2025 or its termination by the approving authority, whichever is earliest

1. Policy Brief:

The Exit and Separation Policy outlines the formal process for employees voluntarily or involuntarily leaving the organisation. This policy ensures fair treatment, proper documentation, and compliance with legal requirements for a smooth transition.

2. Scope:

This policy applies to all full-time, part-time, and contractual employees across all departments.

3. Types of Separation:

- a) Resignation:** When an employee voluntarily leaves the organisation.
- b) Retirement:** When an employee retires as per the company's retirement age or plan.
- c) Termination:** When the company initiates separation due to performance, disciplinary actions, or other factors.
- d) End of Contract:** When a temporary or contractual employee's term ends.

4. Resignation Process:

a) Notice Period:

1. Employees are required to provide a minimum notice period of **30 days** or as per their employment contract.
2. In some cases, a shorter or extended notice period may be mutually agreed upon by the employee and management.

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b) Resignation Letter:

1. Employees must submit a written **Resignation Letter** to their reporting manager and HR, stating the reason for leaving and their intended last working day.

c) Exit Interview:

1. HR will conduct an **Exit Interview** to gather feedback from the employee about their experience and any suggestions for improvement.

d) Handover of Responsibilities:

1. The employee must complete all work in progress and provide a **handover of responsibilities** to a designated team member or successor.

5. Final Settlement and Clearance:

a) Company Property:

1. Employees are required to return all company assets, including laptops (if provided), mobile phones with Sim card, ID cards, access cards, documents, and any other property.
2. Failure to return company property may delay the final settlement process.

b) Clearance Process:

1. The employee must complete a **clearance form** signed by relevant departments IT, Admin, Finance, etc. to confirm all obligations have been met.

c) Final Pay and Settlement:

1. HR and the Finance team will calculate the employee's final pay, which includes any outstanding salary, accrued leave encashment, or deductions. The final settlement will be processed within **45 working days** from the Exit Date or the last working day.

6. Termination Process:

a) Termination Notice:

1. In cases of involuntary separation, HR will issue a formal **Termination Notice** outlining the reasons for termination, the effective last working day, and any applicable severance benefits.



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b) Severance Pay:

1. In cases of layoff or termination without just cause, severance pay will be provided as per company policy and applicable labour laws.

c) Immediate Termination:

1. In cases of gross misconduct or severe policy violations, immediate termination may be enforced without a notice period or severance, depending on the nature of the incident (with just cause).

7. Documentation and Exit Formalities:

a) Documentation:

1. All resignation and termination records will be maintained in the employee's personal file, including signed resignation letters, termination notices, exit interview notes, and clearance forms.

b) Experience and Relieving Letters:

1. Upon successful completion of the exit process, the employee will receive an **Experience Letter and Relieving Letter**, verifying their employment tenure and exit status.

8. Confidentiality and Non-Disclosure:

a) Confidentiality:

1. Employees must continue to uphold confidentiality agreements even after separation. Any breach of confidentiality after exit may lead to legal consequences.

b) Non-Solicitation Agreement:

1. Depending on the role, some employees may be required to sign a non-solicitation agreement as part of their exit process to prevent poaching of clients or colleagues.

9. Rehire Eligibility:

- a) Former employees may be considered for rehire based on their exit reasons and overall performance record.
- b) Employees terminated due to misconduct or policy violations will typically be ineligible for rehire.
- c) The cooling period for rehire eligibility for any employees resigned or laid off is 90 days.



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10. Policy Review and Feedback:

- a) HR will review exit interview feedback periodically to identify trends and make improvements to the workplace culture and retention efforts.
- b) The policy will be reviewed regularly to ensure compliance with current labour laws and company practices.

Policy Review and Amendments

Any amendment or alteration of this policy shall be made with the knowledge of the HR Department and the approval of Managing Directors. The policy will not be considered if it is not signed by the signing authority. This policy will be reviewed annually or as needed to align with changing regulations or company practices. Any amendments will be communicated to all employees, and training will be provided as necessary.

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