

Employee Exit Policy

'Name of the Company' aims at having a process when an employee is departing from your employment (resignation, retirement, end of the contract, etc.). 'Name of the Company' believes that this will ensure that the Employee will leave with dignity. We believe that this is a precious organizational effectiveness tool.

Purpose

"Name of the Company's Employee Exit policy refers to the circumstance that an employee stops being a part of the company's workforce. It is beneficial for all parties. The employee exit process must be as transparent as possible, so misunderstandings and mistrust between the employee and the company can be prevented. The company is under the compulsion to handle any employment termination cases as determined by law with discretion, expertise, and official documentation.

Scope

The policy is applies to all the current employees of the Company

Eligibility

The employee's dismissal from their job responsibility may be classified as voluntary or involuntary.

Voluntary dismissal includes:

- Resignation
- Failure to show for a pre decided number of days without notice
- Retirement
- Expiration or completion of the contract

Involuntary dismissal includes the following:

- Discharge for cause
- Discharge without cause

Procedure

All the benefits discontinue existing from the date of resignation or the last day. Compensatory leaves, if any, will not be repaid in cash. If there is a PF account with the company, it will be laid-off.

If there is any third-party PF, it will stay the same. This is unless the employee chooses differently. Any such dealing will be between the employee and the third party.

If reimbursements are remaining, they should be filed before the notice period is finished.

The employee is expected to return all of the company's assets. This may include any technological device, company credit cards, vehicle, identity card, etc. before the day the notice period ends. Any behavior different from this rule may stop your termination process.

A letter will be issued by the company when the termination process is completed. To improve employee satisfaction, the human resource team may hold an exit interview. You are requested to co-operate and be sincere about the same.



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Schedule Demo

The banner features a blue background with white and yellow text. On the right side, there are several icons: a calendar with an 'X' on it, a yellow clock, a shelf with books, a desk lamp, a computer monitor displaying a document and a chart, and a white mug.