

## Exit process in China

Dear Associate,

Regarding to the exit process, please follow up with the below instruction.

**1. Raise the resignation in the PACE HR system (See detailed procedure in the Appendix 1)**

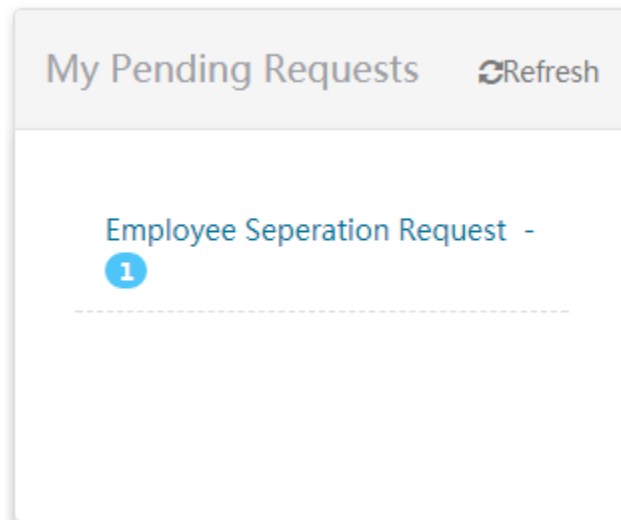
- After this resignation was raised, your official last working day will be confirmed by your reporting manager and system will send a notification email to you.
- Note: Please choose “Correct” for Notice Period Days otherwise your official last working day cannot confirmed soon. (As below picture)

Notice Period Days: 30 ☒ Correct ☐ Incorrect

**2. Complete the Clearance Checklist form in PACE HR before Last Working Day**

- Forward last working day notification email or relocation confirmation email to Finance ([Cindy.Chen1@techmahindra.com](mailto:Cindy.Chen1@techmahindra.com)) and HR ([Yelena.Wang@techmahindra.com](mailto:Yelena.Wang@techmahindra.com))
- Resignation Approved Process could check in Easy System like below:  
<https://easy.techmahindra.com>

If it is pending by each manager, please connect with him/her to push the process.



For Employee : [REDACTED]

Request : Employee Separation Request

Sr. No	Date Raised	Pending With
1	[REDACTED]	[REDACTED]

- Clearance Checklist form is required to be confirmed by Finance, IT and CS in PACE HR system. Please reach out and get the confirmation from all of them accordingly:
  - Finance Cindy Chen ([Cindy.Chen1@techmahindra.com](mailto:Cindy.Chen1@techmahindra.com))
  - IT David Cao ([David.Cao@techmahindra.com](mailto:David.Cao@techmahindra.com))
  - CS Lucy Tang ([Lucy.Tang@techmahindra.com](mailto:Lucy.Tang@techmahindra.com))

Employee could Log in PACE HR System and check the confirmation process through following path.

Main Menu > Employee Self Service > Exit > Clearance Checklist View

- Associates in Shanghai will be required to come to office to print the screenshot of Completed Clearance Checklist Form in system and submit to HR on last working day, associates out of Shanghai will be required to submit the screenshot of Completed Clearance Checklist Form in system through email.

**3. Write the resignation letter (See detailed context in the ‘手写辞职信 Resignation Letter-Written’ ) (Applicable for local Chinese associates only)**

- Associates in Shanghai will be required to come to office on the last working day and write the resignation letter, associates out of Shanghai will be required to send the scan copy of the written resignation letter through email.

**4. Issue company relieving letter**

- Tech M China will issue relieving letter (离职证明) in Chinese for local Chinese associates within three (3) working days after the completion of clearance form
- Hub mobility team will process the relieving letter for Expats after back to India.

**5. Social Security and Housing Fund Self-Service (Applicable for local Chinese associates only)**

- Add WeChat of ‘中智 E 家’ to upload the housing fund information of your new employer
- Check the status of Social Security and Housing Fund by dialing China service hotline: 4008894545 (Provided by CIIC)

Best regards,

China HR Team

## 离职流程

致各位同事：

关于离职流程，请参照以下具体操作手续。

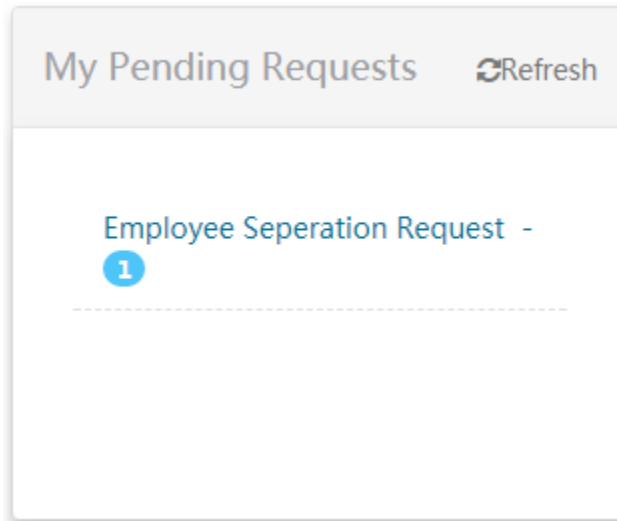
### 1. 请在 PACE HR 系统提交离职申请（详见附件具体步骤）

- 提交离职后，您的直属上级会在系统中更新您的最后工作日，同时直属上级操作后系统会给你发邮件告知。
- 注意：请在填写离职申请时，关于 30 天提前通知一栏选择“正确”，否则会影响直线经理在系统中设置最后离职时间。（如图所示）

Notice Period Days: 30 ☒ Correct ☐ Incorrect

### 2. 请在最后工作日前完成在 PACE HR 系统中的离职清单

- 转发您所收到的最后工作日或者调任信的通知邮件给下列部门。  
财务 ([Cindy.chen1@techmahindra.com](mailto:Cindy.chen1@techmahindra.com))，人事([Yelena.wang@techmahindra.com](mailto:Yelena.wang@techmahindra.com))
- 离职批复的流程可在 Easy 系统中进行查询，如下图所示：  
<https://easy.techmahindra.com>  
如果过程中，有经理未及时做出批复，请尽快联系以便流程推动。



For Employee : [REDACTED]

Request : Employee Separation Request

Sr. No	Date Raised	Pending With
1	[REDACTED]	[REDACTED]

- 离职表格需经 Finance, IT, CS 在系统中确认。请联系以下人员办理手续：
  - Finance Cindy Chen ([Cindy.Chen1@techmahindra.com](mailto:Cindy.Chen1@techmahindra.com))
  - IT David Cao ([David.Cao@techmahindra.com](mailto:David.Cao@techmahindra.com))
  - CS Lucy Tang ([Lucy.Tang@techmahindra.com](mailto:Lucy.Tang@techmahindra.com))

员工可登陆 PACE HR 系统，通过以下路径查询部门的确认进程。

Main Menu > Employee Self Service > Exit > Clearance Checklist View

- 在上海办公室的员工需要打印全部完成的系统离职表格截图并在最后工作日交给人事；在客户方工作的员工需将全部完成的系统离职表格截图通过邮件发送给人事。

### 3. 手写辞职信（详见“手写辞职信 Resignation Letter- Written”）（仅适用于中国员工）

- 在上海办公室的员工需要在最后工作日手写一份辞职信交给人事，在客户方工作的员工需将手写的辞职信扫描发邮件给人事。

#### 4. 离职证明

- Tech M 在员工离职手续完成后的三个工作日内发中文版本的离职证明给本地员工。
- HUB 团队负责处理外派员工的换岗信。

#### 5. 社保公积金自助服务（仅适用于中国员工）

- 请添加微信“中智 E 家”公众号上传您新公司的公积金账户信息。
- 拨打中智热线：查看社保和公积金状态 4008894545 。

Best regards,

China HR Team