

Employee Exit Policy

Purpose

This policy makes sure the process is smooth, fair and compliant when employees leave the organization.

Scope

This policy applies to all employees of [Name of the Company](#), including permanent, temporary and contract staff.

Types of Exit

- Resignation: the employee chooses to leave.
- Termination: the company ends employment because of performance, conduct or redundancy.
- Retirement: the employee reaches the retirement age set by policy or by law.
- Contract end: the agreement or project is complete.

Notice Period

Employees must serve a notice period of [X](#) days, as set out in their employment contract. The company may, at its discretion, waive the notice or pay in lieu of it.

Exit Procedure

Follow these steps when you leave:

1. Submit your resignation to your reporting manager and HR.
2. Confirm your last working day.
3. Complete your handover and get clearance from every department.
4. Attend an exit interview (optional).

Final Settlement

Your final settlement covers salary, leave encashment and any deductions. It is processed within [X](#) working days after clearance.

Company Property and Confidentiality

Return all company assets before your last working day. Your confidentiality and non-disclosure obligations continue to apply after you leave.

Documents Provided

When the process is complete, you will receive a relieving letter and an experience certificate.

Approved by: _____

Effective date: _____