**Exit & Full and Final Settlement Policy**

Applicable to All Employees | Indian Companies

# **1. Purpose**

This policy ensures a smooth, transparent, and compliant exit process for all employees leaving the organization. It defines the steps to be followed during resignation, termination, retirement, and the final settlement of dues.

# **2. Scope**

This policy applies to all permanent, probationary, contractual, and temporary employees across all company locations.

# **3. Resignation Process**

* Employees must submit a **written resignation** (email or HR portal).
* A minimum **notice period**, as per the employment contract, must be served unless waived.
* The resignation must be acknowledged by the reporting manager and forwarded to HR.

# **4. Notice Period**

* Standard notice period is **30 days**, unless otherwise stated in the appointment letter.
* The company may waive the notice period partially or fully.
* Payment in lieu of notice is permitted at the company’s discretion.

# **5. Exit Interview**

* HR will schedule an **exit interview** to gather feedback from the departing employee.
* Participation is **voluntary but encouraged**.
* Feedback will be used to improve policies and work culture.

# **6. Clearance & Handover**

* Employees must complete the **handover of responsibilities**, documents, and company property (laptops, ID cards, etc.).
* A **department-wise clearance** (IT, Admin, Finance) is mandatory.
* A final clearance form must be signed by relevant stakeholders.

**7. Full and Final (F&F) Settlement**

The F&F settlement will include:

* Unpaid salary (up to the last working day)
* Leave encashment (as per policy)
* Bonus/incentives, if applicable
* Gratuity (as per law)
* Recoveries (notice period shortfall, loans, asset loss/damage)

**Timeline:** F&F settlement will be processed **within 30 days** of the employee's last working day.

**8. Relieving Letter & Experience Certificate**

* Issued after successful completion of exit formalities.
* Includes: job title, department, duration of employment, and last working day.
* Provided along with F&F settlement or within 7 working days thereafter.

**9. Resignation Withdrawal**

* Employees may request to withdraw their resignation **before acceptance**, subject to managerial approval.
* Once accepted, withdrawal will be permitted only in **exceptional cases**.

**10. Disciplinary Exits**

* For exits due to misconduct or disciplinary action, a **formal inquiry process** will be followed.
* Final dues will be processed in line with legal provisions and company recovery policies.

**11. Policy Review**

This policy will be reviewed **annually** and updated as required based on organizational needs or changes in labor law.