

DAMSILA RESOURCES (PVT) LTD**PROCEDURE FOR EXIT FROM EMPLOYMENT**

Objective - To set out the guidelines to ensure that the exit from employment due to reasons such as resignation, retirement, end of contract or vacation of post, are managed in an organized and official manner.

Resignation Process:

1. Any Employee who wishes to end their contract of employment with the Organization, should tender their resignation in writing, providing the required notice period as per their contract of employment.
2. The letter should be first submitted to their immediate supervisor, and then submitted to HR, with the endorsement of the respective Manager.
3. The official response to the letter of resignation will be issued & a copy acknowledged by the respective employee will be retained on file.
4. Staff members are required to work for a specified number of days during the period of notice, in order to be eligible to apply leave during notice period.
5. On acceptance of the Resignation, HR will circulate an **Exit Notice** to relevant parties for necessary arrangements for the exit (Sample below).
6. **Exit & Final dues Form** (DRL/HR/06/22) will be shared with departing employee & Supervisor to provide relevant details.
7. All official items will be taken over by the Supervisor / HR / Department manager via form DRL/HR/06/22.
8. Recovery of any amount owing to the company by a staff member, at the time of his/ her retirement, termination or resignation, would be recovered from his/her final payment.
9. HR will obtain the duly completed Exit & Final dues Form(DRL/HR/06/22) and submit to Finance Dept. who will work out & provide details for final payment. The final section of the same form can be used to acknowledge the final payment.
10. The "B" card will be issued to the staff member on settlement of all dues & completion of the handing over.
11. A Service Letter will be issued at the discretion of the Management, upon his/ her request, but only after completion of handing over.
12. Copies of the following documents will be kept in employee's personal file / soft copies for future reference;
 - i. Letter of resignation from the employee
 - ii. Copy of Acceptance of resignation
 - iii. Exit & Final Dues Form
 - iv. Copy of Receipt for settlement of dues
 - v. A soft copy of the service letter
 - vi. A signed copy of the B card
 - vii. Any other correspondence in this regard

Sample Exit notice : (Address to Relevant Manager & those in charge of relevant functions / facilities)

Kindly be informed that / (designation) Has resigned from the Company with effect from

Therefore, kindly arrange to complete the attached form & submit to HR after the last working day.
