



Employee Resignation and Termination Policy & Rules for employees

Employees will be fired due to unsatisfactory of work Performance or misbehaviour and making troubles at the workplace.

Resignation Policy:

- ☐ Employees should abide the employee contract
- ☐ As per the terms of your appointment letter, you are informed to give two months (60 days) of notice for your resignation.
- ☐ Employee should inform reporting Manager immediately and only when he or she says 'okay' only then drop a mail requesting for the resignation marking the Manager and HR manager in "To:" and Managing Director in "CC:"
- ☐ You are clearly informed to work (to clear your NOC and train your replacement candidate). Should complete two months notice period without any absence, it will be effective from the date of resignation
- ☐ Employee who resigned or terminated, should handover their company belongings (sim card, Laptop, dairy, visiting card, ID Card, email id passcode) immediately
- ☐ Without proper intimation, employees shouldn't leave as soon as possible. it will leads to disciplinary action
- ☐ Employee who is in low performance, company policy unabided or creates problem unnecessary will leads to termination immediately

In case, employee do not / not able to work on notice period days, have to pay the organization a complete two months of salary.