



## DEPARTURES

### DEPARTURE CHECKLIST FOR ALL EMPLOYEES

1. Formal resignation letter to be submitted to the reporting manager
2. Post acceptance of the same the notice period as per the terms mentioned in the Appointment Letter to be served
3. All office correspondence and hand over of current responsibilities to the Reporting Manager in writing, with a copy sent to [handover@tlcgroup.com](mailto:handover@tlcgroup.com)
4. Exit Interview with the Reporting Manager
5. All employee needs to log on to our website <http://www.tlcgroup.com/>, fill in our online Exit interview form and send the same to [departures@tlcgroup.com](mailto:departures@tlcgroup.com)
6. The Full and Final settlement is payable after the above is completed
7. An Experience Letter on completion of the employee's last working day with the organization can be made on request