



TLC Departure / Exit Process

TLC DigiTech Pvt. Ltd departure process outlines the steps to be followed for any employee exiting the organization as below.

1. A Formal resignation letter to be submitted to the reporting manager by the departing employee.
2. Post acceptance of the resignation the notice period as per the agreed terms of employment mentioned in the signed Appointment Letter to be served.
3. A written handover of all current responsibilities and office correspondence to the Reporting Manager in writing, as per the Departure checklist to be done closer to the date of departure.
4. The reporting Manager to confirm formal handover of all responsibilities.
5. All exiting employees need to fill in the Exit interview and departure checklist form which is sent to the HR team by their reporting managers for record.
6. Once received the HR department conducts exit interviews to understand the reasons for leaving and any feedback they may have on organizational policies, procedures, and practices.
7. All company assets are handed over to the reporting manager before exit. This includes returning company property, settling outstanding dues, and obtaining necessary clearances from relevant departments.
8. The HR team is responsible for communicating the employee's exit to relevant stakeholders, such as the tech and admin teams for revoking official access, as necessary.
9. Once the above process is followed, details are forwarded to Accounts Team for a Full and Final settlement process.
 - a. Full & Final Settlement is done as per company policy.
 - b. Experience letter is handed over to the employee once the final payment cheque is received from Accounts.
 - c. Gratuity is processed after 90 days of leaving the company.