Exit Process | YWP;

Exit Interview Form: https://forms.gle/L4fWSU5jyPGpBVXj8

Exit Process

The process to leave the organisation is outlined in the agreement that each member signs when they're inducted to the organisation. The individual leaving is required to issue a notice of fourteen days during which they are required to submit a report of their work, and fill the exit interview form. The individual shall then be contacted for a short telephonic conversation with the HR to formalise the resignation.

Application Process

Responsibilities of the individual:

1. The individual is required to send a notice of 14 days to the department head, with cc to the HR, for their resignation.
2. The individual is required to send a report of the work completed and work in-progress by the individual during the month of termination to their department head, with cc to the HR.
3. The individual shall also send all documents relevant to their work or profile in their possession to the Department Head, with cc to the Founders.
4. The individual must surrender their access to the systems and accounts of the Organisation and leave any WhatsApp groups, Trello Boards or any other places of discussion. However, the HR encourages people to remain part of the unofficial WhatsApp group to stay in touch with the organisation. The HR shall also ask for any feedback or suggestions that the individual wishes to share.
5. The individual is required to notify the HR once they complete the exit survey form, to formalise the exit from the Organisation.

Responsibilities of the HR Team:

The HR team shall take approval for the exit from the department head and the founders to process the application.

The HR team shall oversee the fulfilment of all responsibilities of the individual during the exit process.

The HR team shall update YWP; Team Wide Tracker (https://docs.google.com/spreadsheets/d/1jSjLpyfLNig9Sg-Okph31Gp7MPnmHS0kFgZpMOKnSlo/edit?usp=sharing) to reflect the exit of the individual.

They shall also coordinate with the founders for any Certificates/LoRs for the individual.