



Exit Interview & Release Policy





1. Purpose

Ensure a structured process for capturing employee feedback, recovering company assets, and formally releasing the company from liability after employment ends.

2. Scope

Applies to all employees leaving Silk Mile voluntarily or involuntarily.

3. Exit Interview

- Conducted by HR before last working day.
- Covers employee's experience, management feedback, and improvement suggestions.
- Information gathered is confidential and used for HR improvements.

4. Handover

- Employees must provide a full transfer of duties, client files, and passwords.
- Handover checklist must be signed by manager and HR.

5. Company Assets

- Employees must return all laptops, mobiles, PPE, IDs, keys, and other company property.
- Unreturned property will be deducted from final settlement.

6. Release & Waiver

- Employees must sign a final release confirming receipt of dues and waiving claims.
- Without signed release, final settlement may be delayed.