



Resignation & Termination Policy

RESIGNATION





1. Purpose

To provide clear guidelines for voluntary resignations and company-initiated terminations, ensuring fairness, compliance with local labor laws, and smooth operational continuity

2. Scope

This policy applies to all permanent, full-time employees of Silk Mile and its affiliated branches.

3. Resignation Rules

- Employees must submit a written resignation letter with at least 30 days' notice.
- HR and the direct manager must acknowledge receipt in writing.
- The company reserves the right to waive or shorten the notice period, with or without payment in lieu.

4. Termination by Company

- Grounds for termination include redundancy, performance issues, misconduct, breach of contract, or violation of policies.
- Notice Period:
 - Standard: 30 days' notice or pay in lieu.
 - Immediate termination without notice for gross misconduct (fraud, theft, violence, serious breach of confidentiality).

5. Clearance & Handover Process

- Employees must complete a handover checklist covering:
 - Open tasks, client accounts, WMS system access.
 - Return of company assets: laptops, mobile phones, PPE, ID cards, keys, documents.
- Manager and HR must sign off on clearance before final settlement is released



6. Final Settlement

- Final settlement includes unpaid salary, pro-rata leave encashment (if applicable), end-of-service benefits.
- Paid within 14 working days of the last working date.
- Any outstanding dues (loans, advances, company property damage) may be deducted.

7. Exit Interview

- Conducted by HR before the last working day to capture feedback and identify improvement areas.

8. Compliance & Penalties

- Failure to serve notice may result in forfeiture of part or all of end-of-service benefits.
- Failure to return company assets may result in deductions from final settlement or legal action.