



Resignation Policy for IPRS Consultations

1- Purpose

This policy outlines the procedures and expectations for employees of IPRS Consultations who wish to resign from their positions. The objective is to ensure a smooth transition and minimize disruptions to our operations.

2- Notice Period

Permanent Employees: Permanent employees are required to provide a minimum of 30 days' notice before their intended resignation date. This notice period is intended to allow sufficient time for the company to find a suitable replacement and ensure a smooth handover of responsibilities.

3- Resignation Process

- a. **Notification:** When an employee intends to resign, they should submit a formal written resignation letter to their immediate supervisor or the HR department. The letter should include the intended last working day and any specific reasons for resigning.
- b. **Exit Interview:** All resigning employees, whether permanent or temporary, may be required to participate in an exit interview. This is an opportunity for the company to gather feedback and insights that can be used to improve the workplace.

4- Handover of Responsibilities

During Notice Period: Employees are expected to fulfill their job responsibilities during the notice period and ensure a smooth transition of their duties to a colleague or their replacement.

5- Return of Company Property

Employees are required to return all company property, including but not limited to laptops, access cards, and any other assets, on or before their last working day.

6- Compensation and Benefits

Employees will receive their final paycheck on their last working day, including any accrued but unused vacation or paid time off.

7- Non-Compete and Confidentiality

Employees should be reminded of any non-compete or confidentiality agreements they have signed and their obligation to respect such agreements even after their departure.

8- References

Upon request, the company may provide references for former employees based on their performance and conduct during their employment.

9- Compliance

Failure to comply with this resignation policy may impact an employee's eligibility for rehire and could have legal consequences.

10- Questions and Clarifications

Employees who have questions or need clarification about this policy should contact the HR department.