

EMPLOYEE EXIT SERVICES

Below is a list of our Exit Services. The Grey boxes indicate a need to comply with UK employment Law and it is advised that these are carried out by an in-house or consultant HR Advisor. The Yellow boxes are additional services you can pick from to allow you to tailor our services to suit your company's needs.

Acceptance of Resignation Letter - When an employee has handed in their notice in writing, we will send them a formal Acceptance of Resignation Letter which will detail all relevant details such as last day of working, last payroll date, any remaining annual leave to be paid/deducted from last payroll, return of equipment etc

***Company Specific* Acceptance of Resignation Letter** - Alongside the Acceptance of Resignation Letter we will send any Company required documentation. For example, Restrictive Covenants reminder.

Exit/Stay Interview - Depending on your wishes, we will arrange an exit or stay interview with the employee within one week of their notice being accepted. This interview will be held with HR Team and will be conducted off-site to ensure open honest communication. This will either allow us to understand reasons for leaving, or see if there is anything the company can do that can help the employee to be happy to stay.

Exit Interview Further Actions - From this interview, we will provide feedback to the SLT and offer suggestions to help improve any issues that were raised in the interview process.

Counteroffer - Depending on the reason for leaving, the company may decide to offer a counteroffer, in which case we will facilitate all paperwork and communications if needed.

Concerns raised are dealt with by HR - If there are any areas for concern raised these will be addressed by the HR department without delay.

Garden Leave - If Garden Leave is required, we will arrange all documentation and communication if needed.

* **Payroll Updates** - We will ensure Payroll are made aware of all outcomes and changes and check in before last payment date to re-confirm amounts to be paid including remaining annual leave/annual leave to be deducted etc.

Recruitment - We will work with you to see what, if any, kind of recruitment is needed to replace this role. You may opt to train someone up into the role and hire a replacement for that team member, or request a like for like replacement. We will tailor our service to your needs.

Equipment - We can arrange for any company equipment to be return when notice period has ended in line with your company processes.

Announcement - We can facilitate an announcement to the team and the wider business in a discreet manner if needed.

Final Action Points - Once everything has been dealt with and in hand, we will then devise a plan to address areas outlined in exit/stay interview that may need work.

* These areas may already fall under your current payroll compliance or via an external pension provider. Hectic People can build processes marrying HR with financial obligations for business continuity.