

ADDENDUM TO THE ONE TEAM EXIT POLICY

Final Settlements will be calculated as follows >

Tenure and Salary Details

Last date of employment	<Date>
Last date of salary calculation	<Date>
Balance Paid Leaves	<Number of days>
Leave Encashment (if any)	<Balance paid leaves*per diem>
Notice Period	<Number of days>
Adjustment against notice period (if applicable)	<Number of days not served * per diem>
Leave adjustment (if any)	<Leaves taken * per diem>

Total payment due upon successful completion of handover

Add	
Notice Period Salary	<INR>
Leave encashments	<INR>
Reimbursements (if any)	<INR>
Less	
Adjustment against notice period (if applicable)	<INR>
Leaves taken during notice period	<INR>
Any adjustment against the assets (if applicable)	<INR>
TOTAL	<INR>

The full and final settlement will be paid to you in the next salary cycle or within 30 days after your last working day, whichever comes earlier. A full account of all the company assets and data will be taken into consideration post your handover before calculating the full and final settlement amount. This will be communicated to you in writing.