
Employee Clearance Form PDF

Employee Details

- Full Name: _____
- Employee ID: _____
- Department: _____
- Position: _____
- Date of Employment: _____
- Date of Resignation/Termination: _____

Clearance Checklist

- Return of Company Property
 - ID Card
 - Key/Card Access
 - Company Phone
 - Company Laptop
 - Other Equipment: _____
- Financial Clearances
 - Outstanding Loans
 - Advances to be Settled
 - Reimbursements
- HR and Documentation
 - Exit Interview Completed
 - Confidentiality Agreement
 - Employee File Updated

Departmental Clearance (if applicable)

- **Department Head Signature:** _____
- **Date:** _____

Final Approval

- **HR Manager Signature:** _____
- **Date:** _____