
Employee Clearance Form Template

Employee Information

Name: _____

ID Number: _____

Department/Team: _____

Role/Title: _____

Start Date: _____

End Date: _____

Clearance Items

- **Equipment and Assets Return**
 - **Laptop:** Yes No
 - **Mobile Device:** Yes No
 - **Keys/Access Cards:** Yes No
 - **Other Assets:** _____
- **Financial Settlements**
 - **Loan Balance:** Cleared Pending
 - **Expense Claims:** Submitted Pending
- **HR Procedures**
 - **Exit Interview:** Completed Scheduled
 - **Document Submission:** Done Pending

Approvals

- **Supervisor/Manager:** _____ **Date:** _____
- **HR Department:** _____ **Date:** _____