

# Employee Clearance Form for Employment

## Personal Information

- Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Position: \_\_\_\_\_
- Hiring Date: \_\_\_\_\_
- Separation Date: \_\_\_\_\_

## Checklist for Clearance

- **Company Assets Returned**
  - Device & Equipment:  Yes  No Details: \_\_\_\_\_
  - Access Badges/Keys:  Yes  No
- **Accounts Settlement**
  - Payroll Adjustments:  Completed  Pending
  - Benefits Settlement:  Completed  Pending
- **HR Documentation**
  - Employee Handbook Returned:  Yes  No
  - Confidentiality Agreement:  Signed

## Sign-off Section

- Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Department Head: \_\_\_\_\_ Date: \_\_\_\_\_
- HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_