

Clearance Form Template

Employee Information

- Name: _____
- Employee ID: _____
- Department: _____
- Position: _____
- Date of Separation: _____

Departmental Clearance

- Department Name: _____
 - Manager/Supervisor: _____
 - Date: _____
 - Signature: _____

Checklist

- All company equipment returned
- All files and documents handed over
- Outstanding tasks completed

HR Clearance

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

Checklist

- Final payroll processed

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- **Benefits and entitlements discussed**
 - **Exit interview conducted**

IT Clearance

- **IT Manager:** _____
- **Date:** _____
- **Signature:** _____

Checklist

- **Access to systems revoked**
- **Hardware/software returned**
- **Data backup completed**

Finance Clearance

- **Finance Manager:** _____
- **Date:** _____
- **Signature:** _____

Checklist

- **Expense reports submitted**
- **Corporate card returned**
- **Any financial obligations cleared**

Final Clearance

- **Final Approval By:** _____
- **Date:** _____
- **Signature:** _____