**Hotel Company Exit Clearance Form**

**Employee Details:  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Last Day of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clearance Table:**

| **Section** | **Items to Clear** | **Clearance Status (Yes/No)** | **Remarks** | **Authorized Signatory** |
| --- | --- | --- | --- | --- |
| **Housekeeping** | **Uniform** | **[ ] Yes [ ] No** |  |  |
| **Front Desk** | **Keycard** | **[ ] Yes [ ] No** |  |  |
| **Food & Beverage** | **Tools/Utensils** | **[ ] Yes [ ] No** |  |  |
| **Accounts** | **Reimbursement Claims** | **[ ] Yes [ ] No** |  |  |
| **IT Support** | **Electronics/Access** | **[ ] Yes [ ] No** |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**