**Final Settlement Company Exit Clearance Form**

**Employee Details:
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Last Working Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clearance Table:**

| **Item** | **Details** | **Status (Completed/Not)** | **Remarks** | **Authorized Signatory** |
| --- | --- | --- | --- | --- |
| **Salary Dues** | **Pending Salary** | **[ ] Completed [ ] Not** |  |  |
| **Leave Encashment** | **Accrued Leave** | **[ ] Completed [ ] Not** |  |  |
| **Reimbursements** | **Travel/Other Expenses** | **[ ] Completed [ ] Not** |  |  |
| **Benefits** | **Gratuity/Bonus** | **[ ] Completed [ ] Not** |  |  |
| **Assets Returned** | **Devices/Keys** | **[ ] Completed [ ] Not** |  |  |

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