

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	<input type="checkbox"/> Completed <input type="checkbox"/> Not		
Leave Encashment	Accrued Leave	<input type="checkbox"/> Completed <input type="checkbox"/> Not		
Reimburseme nts	Travel/Other Expenses	<input type="checkbox"/> Completed <input type="checkbox"/> Not		
Benefits	Gratuity/Bonus	<input type="checkbox"/> Completed <input type="checkbox"/> Not		
Assets Returned	Devices/Keys	<input type="checkbox"/> Completed <input type="checkbox"/> Not		

Signature: _____

Date: _____