**Resigned Employee Company Exit Clearance Form**

**Employee Details:
Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Last Working Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clearance Table:**

| **Section** | **Items to Clear** | **Clearance Status (Yes/No)** | **Remarks** | **Authorized Signatory** |
| --- | --- | --- | --- | --- |
| **Human Resources** | **Office Badge** | **[ ] Yes [ ] No** |  |  |
| **IT Department** | **Laptop/Devices** | **[ ] Yes [ ] No** |  |  |
| **Administration** | **Keys/Access Cards** | **[ ] Yes [ ] No** |  |  |
| **Accounts/Finance** | **Expense Reports** | **[ ] Yes [ ] No** |  |  |
| **Security** | **Parking Card** | **[ ] Yes [ ] No** |  |  |

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