

Staff Exit Clearance Form

General Information

Staff Name: _____

Position: _____

Date of Joining: _____

Last Working Date: _____

Exit Clearance Checklist

- Company Assets Returned
- Financial Accounts Settled
- Access to Company Systems Revoked
- Final Handover Completed

Task Handover Details

Task/Project	Assigned To	Completion Status	Remarks
		<input type="checkbox"/> Complete <input type="checkbox"/> Pending	
		<input type="checkbox"/> Complete <input type="checkbox"/> Pending	
		<input type="checkbox"/> Complete <input type="checkbox"/> Pending	

Exit Interview Status

- Was the exit interview conducted? Yes No
- Comments or Concerns Raised:

Signatures

Employee Signature: _____

Supervisor/Manager Signature:

HR Representative Signature: _____