**Office Resignation Clearance Form**

**Employee Information**

* **Full Name: \_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_**
* **Date of Resignation: \_\_\_\_\_\_\_\_\_\_**
* **Last Working Day: \_\_\_\_\_\_\_\_\_\_**

**Clearance Checklist**

### **Company Property**

1. **Keys and Access Cards
☐ Returned ☐ Not Returned**
2. **Office Equipment (Laptop, Phone, etc.)
☐ Returned ☐ Not Returned**
3. **Company ID & Badge
☐ Returned ☐ Not Returned**
4. **Uniforms/Workwear
☐ Returned ☐ Not Returned**

### **Financial & Administrative Clearances**

1. **Outstanding Advances or Loans
☐ Cleared ☐ Pending**
2. **Expense Reports
☐ Submitted ☐ Not Submitted**

**Departmental Approvals**

| **Department** | **Supervisor Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| **IT Department** |  |  |  |
| **HR Department** |  |  |  |
| **Finance Department** |  |  |  |
| **Facilities Department** |  |  |  |

**Final HR Approval
HR Representative: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_**