**Work Resignation Clearance Form**

**Employee Information**

* **Name: \_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_**
* **Last Working Date: \_\_\_\_\_\_\_\_\_\_**

### **Checklist for Handover**

**☐ Project Documentation Transferred  
☐ Client Communication Updated  
☐ Outstanding Reports Submitted  
☐ Payroll Adjustments Finalized**

### **Supervisor’s Feedback on Employee Performance**

### **Signatures**

| **Section** | **Approved By** | **Signature** | **Date** |
| --- | --- | --- | --- |
| **HR** |  |  |  |
| **Finance** |  |  |  |
| **IT** |  |  |  |

**Employee Declaration:  
"I confirm that I have handed over all responsibilities and company property before my final working day."**

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