**Sample Clearance Form for Resigned Employee**

**Employee Details**

* **Full Name: \_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_**
* **Designation: \_\_\_\_\_\_\_\_\_\_**
* **Last Working Date: \_\_\_\_\_\_\_\_\_\_**
* **Reason for Resignation: \_\_\_\_\_\_\_\_\_\_**

### **Checklist for Clearance**

**☐ Office Keys Returned
☐ Laptop & Phone Handed Over
☐ Final Expense Reports Submitted
☐ Company ID & Access Card Surrendered
☐ Email Access Disabled**

### **Final Approvals**

| **Department** | **Cleared by** | **Signature** | **Date** |
| --- | --- | --- | --- |
| **IT Security** |  |  |  |
| **Finance** |  |  |  |
| **HR** |  |  |  |

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

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