

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: _____