

# 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

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## 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:** \_\_\_\_\_