

Clearance Form for Resigned Employee

Employee Information:

- Name: _____
- Position: _____
- Department: _____
- Employee ID: _____
- Date of Resignation: _____
- Last Working Day: _____

Clearance Checklist:

1. Company Property:

- **Keys and Access Cards:**
 - Returned: Not Returned:
 - Remarks: _____
- **Office Equipment (e.g., Laptop, Phone):**
 - Returned: Not Returned:
 - Remarks: _____
- **Uniforms/Workwear:**
 - Returned: Not Returned:
 - Remarks: _____

2. Financial and Administrative Clearances:

- **Outstanding Advances or Loans:**
 - Cleared: Pending:
 - Remarks: _____
- **Expense Reports:**

- Submitted: Not Submitted:
- Remarks: _____

- **Final Paycheck Details:**

- Processed: Pending:
- Remarks: _____

3. Documentation and Confidential Information:

- **Work-Related Documents and Files:**

- Submitted: Not Submitted:
- Remarks: _____

- **Confidential Information:**

- Secured: At Risk:
- Remarks: _____

4. IT Department:

- **Email and Network Access:**

- Deactivated: Not Deactivated:
- Remarks: _____

- **Software and Licenses:**

- Reclaimed: Not Reclaimed:
- Remarks: _____

5. Human Resources:

- **Benefits and Entitlements:**

- Settled: Pending:
- Remarks: _____

- **Exit Interview:**

- Completed: Not Completed:
- Remarks: _____

Signatures:

- **Department Head:**

- **Name:** _____
- **Signature:** _____
- **Date:** _____

- **HR Representative:**

- **Name:** _____
- **Signature:** _____
- **Date:** _____

- **Employee Signature:**

- **I acknowledge that all information is correct and all company properties have been returned as per the checklist above.**
- **Name:** _____
- **Signature:** _____
- **Date:** _____