
Employee Clearance Form for Restaurant

Employee Information:

- **Name:** _____
- **Position:** _____
- **Department:** (e.g., Kitchen, Service, Management)

- **Employee ID:** _____
- **Date of Resignation:** _____
- **Last Working Day:** _____

Clearance Checklist:

1. Restaurant Property:

- **Uniforms and Apparel:**
 - Returned: Not Returned:
 - Remarks: _____
- **Keys to Restaurant/Secure Areas:**
 - Returned: Not Returned:
 - Remarks: _____
- **Equipment (e.g., Knives, Tools):**
 - Returned: Not Returned:
 - Remarks: _____

2. Financial Obligations:

- **Cash Handling Clearances:**
 - Cleared: Pending:

○ Remarks: _____

● **Employee Tabs or Outstanding Payments:**

○ Settled: Unsettled:

○ Remarks: _____

3. Administrative Responsibilities:

● **Shift Duties and Responsibilities Handed Over:**

○ Completed: Pending:

○ Remarks: _____

● **Documentation (Recipes, Manuals, Guides):**

○ Submitted: Not Submitted:

○ Remarks: _____

4. IT and Security:

● **POS System Access:**

○ Revoked: Not Revoked:

○ Remarks: _____

● **Security Codes Changed:**

○ Done: Not Done:

○ Remarks: _____

5. Human Resources:

● **Final Paycheck:**

○ Processed: Pending:

○ Remarks: _____

● **Tips and Gratuities Settled:**

○ Settled: Pending:

○ Remarks: _____

● **Exit Interview:**

○ Completed: Not Completed:

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- Remarks: _____

Signatures:

- **Restaurant Manager:**

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

- **HR Representative:**

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

- **Employee Signature:**

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