

Exit Clearance Form

Company Name

Employee Name: _____

Employee ID: _____

Department: _____

Last Working Day: _____

Checklist:

1. Return of company assets (laptop, phone, ID card, etc.)
2. Completion of pending tasks and projects
3. Clearance of outstanding financial dues
4. Handover of documents and files
5. Exit interview conducted
6. Completion of final paperwork and signatures

HR Signature: _____

Employee Signature: _____