

Exit Clearance Form with Company Assets Checklist

The **exit clearance form sample** with company assets checklist ensures a smooth and organized employee offboarding process. It helps verify the return of all company property, safeguarding organizational assets. This form streamlines clearance procedures, minimizing potential discrepancies and misunderstandings.

Employee Information

Employee Name	
Employee ID	
Department	
Position	
Date of Exit	
Supervisor/Manager	

Company Assets Checklist

Asset Description	Asset Code / Serial No.	Issued Date	Returned (Yes/No)	Remarks
Laptop				
Mobile Phone				
Access Card				
ID Badge				
Other (Specify)				

Departmental Clearance

Department	Cleared By	Signature	Date	Remarks
HR				
IT				
Finance				
Admin				
Others				

Employee Declaration

I hereby confirm that I have returned all company property assigned to me, and completed all required clearance procedures.

Employee Signature		Date	
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For HR Use Only

Final Clearance Approved By		Date	
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