

# Exit Clearance Form – Remote Employees

Date:

Employee Name:

Employee ID:

Department:

Position:

Last Working Day:

## 1. Company Assets Return

Asset Description	Asset Tag/ID	Returned?	Remarks
Laptop	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Headset	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Mobile Phone	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>
External Storage	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>

## 2. Account Access & Data Handover

Task	Completed?	Remarks
Company Email Access Revoked	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Project Management Tools Access Removed	--Select-- <input type="button" value="▼"/>	<input type="text"/>
File Sharing Services (e.g., Google Drive, Dropbox) Access Revoked	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Password Manager Access Removed	--Select-- <input type="button" value="▼"/>	<input type="text"/>
All Work Files Backed Up & Transferred	--Select-- <input type="button" value="▼"/>	<input type="text"/>

## 3. Exit Interview & HR Clearance

Task	Completed?	Remarks
Exit Interview Conducted	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Final Payslip Prepared	--Select-- <input type="button" value="▼"/>	<input type="text"/>
Certificate of Employment/Reference Issued	--Select-- <input type="button" value="▼"/>	<input type="text"/>

## 4. Additional Comments

Enter any additional notes or comments regarding the clearance process.

## 5. Signatures

Employee	Immediate Supervisor	HR Department
Name: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>
Signature: <input type="text"/>	Signature: <input type="text"/>	Signature: <input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>	Date: <input type="text"/>

*This exit clearance form is designed for the remote employee offboarding process and should be completed and submitted to the HR Department prior to departure.*