

Exit Clearance Form

This **exit clearance form sample** for voluntary resignation streamlines the employee offboarding process by ensuring all necessary approvals and asset returns are documented. It helps both the employer and employee confirm that all responsibilities and obligations are settled before the final separation. Using this form promotes clear communication and smooth transitions during voluntary resignation.

Employee Information

Employee Name		Employee ID	
Department		Position	
Date of Resignation		Last Working Day	

Asset & Responsibility Clearance

Department/Section	Item/Responsibility	Status (Returned/Cleared)	Remarks	Authorized Signatory
HR	Company ID, Benefits Documentation			
IT	Laptop, Email Account, Devices			
Admin	Office Keys, Access Cards			
Finance	Expense Reports, Advances			
Direct Supervisor	Work Handover, Pending Tasks			

Employee Declaration

I hereby confirm that I have returned all company properties entrusted to me and settled all outstanding obligations.

Employee Name & Signature		Date	
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Final HR Review

Reviewed by (HR)		Date	
Comments			

This form must be completed and approved by all relevant departments before final separation.