

Employee Exit Clearance Form

This printable exit clearance form ensures smooth employee offboarding and proper documentation of all clearances.

Employee Name:	_____
Employee ID/No.:	_____
Department:	_____
Position:	_____
Last Working Day:	_____

Clearance Checklist		
Item/Procedure	Cleared (Y/N)	Remarks
Return of ID Card/Badge	_____	_____
Return of Laptop/IT Equipment	_____	_____
Return of Uniform/Tools	_____	_____
Submission of Reports	_____	_____
Exit Interview	_____	_____
Handover of Work & Documents	_____	_____
Settlement of Loans/Dues	_____	_____
Other (specify): _____	_____	_____

Signatures

Employee Signature & Date

HR/Department Head & Date

This is a sample exit clearance form. For actual use, download as PDF and customize per your organization's requirements.