

# Exit Clearance Form

The **exit clearance form sample** includes a dedicated HR approval section to ensure proper documentation and authorization during the employee offboarding process. This form streamlines the clearance procedure, facilitating efficient communication between departing employees and the HR department. Utilizing this template helps maintain organizational compliance and record accuracy.

## Employee Information

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

## Clearance Checklist

Department	Clearance Required	Authorized Signature	Date
Immediate Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	_____	_____
IT Department	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	_____	_____
Finance Department	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	_____	_____
Admin Department	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	_____	_____

## Remarks

\_\_\_\_\_

### HR Approval Section

HR Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Approved  
 Not Approved

Signature: \_\_\_\_\_

Comments:

\_\_\_\_\_

