

Exit Clearance Form

The **exit clearance form sample** for resigned employees streamlines the offboarding process by ensuring all company assets are returned and obligations fulfilled. This form helps HR and management verify that departing staff have completed necessary procedures, facilitating a smooth transition. Utilizing a standardized template minimizes errors and enhances organizational efficiency.

Employee Details

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

Asset Return Checklist

Asset/Item	Returned?	Remarks
ID Card/Badge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mobile Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Keys/Access Cards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Departmental Clearance

Department	Cleared by	Date	Signature
IT	_____	_____	
HR	_____	_____	
Finance	_____	_____	
Admin	_____	_____	

Final Acknowledgment

I hereby confirm that all my company obligations have been settled and all properties returned.

Employee Signature		Date	_____
HR Signature		Date	_____