

Contractor Exit Clearance Form

Contractor Name

Department / Project

Employee ID / Reference No.

Date of Joining

Date of Exit

Supervisor / Manager

Company Property Return

Item	Issued (Yes/No)	Returned (Yes/No)	Remarks
ID Card			
Access Card/Key			
Laptop/Desktop			
Mobile Phone			
Other Equipment			

Finance & HR Clearance

All Payments Settled

Leave Records Checked

Outstanding Dues

Remarks

Other Comments

Signatures

Contractor Signature

Supervisor/Manager

HR Department