

Government Official Exit Clearance Form

Personal Information

Full Name

Position/Designation

Department/Agency

Employee ID/Number

Last Working Day

Clearance Checklist

Office/Department	Clearance Status	Remarks	Authorized Signatory
Human Resources			
Finance			
IT/Assets			
Records/Archives			
Other			

Employee Declaration

I hereby declare that I have returned all government property and settled all my obligations.

Employee Signature

Date

Certifications

HR/Authorized Officer Signature

Date