Exit Clearance Form

Employee Name			
Employee ID			
Department			
Position/Title			
Last Working Day			
Reason for Exit			
Clearance Checklist			
Item/Area	Cleared by	Date	Remarks
HR / Payroll			
П (Laptop, Email, System, etc.)			
Admin (ID, Keys, Access Cards)			
Department Head			
Others			
Comments / Notes			
Employee Signature			
Date			