# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Employee Clearance Form

A structured exit checklist so nothing is missed before the final pay is settled.

## Employee details

**Employee:** _____ **Employee ID:** _____

**Role:** _____ **Department:** _____

**Line manager:** _____ **Last working day:** _____

**Reason for leaving:** _____ **Department sign-offs**

| Department | Name | Signature | Date | Status |
|---|---|---|---|---|
| Line manager | **[Line manager name]** | | **[DD Month YYYY]** | **[Cleared / Outstanding]** |
| Human Resources | **[HR contact name]** | | **[DD Month YYYY]** | **[Cleared / Outstanding]** |
| Information Technology | **[IT contact name]** | | **[DD Month YYYY]** | **[Cleared / Outstanding]** |
| Finance | **[Finance contact name]** | | **[DD Month YYYY]** | **[Cleared / Outstanding]** |
| **[Other department]** | **[Name]** | | **[DD Month YYYY]** | **[Cleared / Outstanding]** |

## Assets returned

| Asset | Description or ID | Returned | Condition | Received by |
|---|---|---|---|---|
| Laptop | **[Laptop make and model]** | ☐ | **[Condition]** | **[Received by]** |
| Laptop charger | **[Charger details]** | ☐ | **[Condition]** | **[Received by]** |
| Mobile phone | **[Mobile phone make and model]** | ☐ | **[Condition]** | **[Received by]** |
| Access card or keys | **[Access card or key number]** | ☐ | **[Condition]** | **[Received by]** |
| ID badge | **[ID badge number]** | ☐ | **[Condition]** | **[Received by]** |
| **[Other asset]** | **[Description or ID]** | ☐ | **[Condition]** | **[Received by]** |

## Dues settled

| Item | Amount | Settled | Notes |
|---|---|---|---|
| Final salary | **[Amount]** | ☐ | **[Notes]** |
| Payment for unused leave (**[Unused leave days]** days) | **[Amount]** | ☐ | **[Notes]** |
| Outstanding expenses | **[Amount]** | ☐ | **[Notes]** |
| Loans or advances | **[Amount]** | ☐ | **[Notes]** |
| **[Other item]** | **[Amount]** | ☐ | **[Notes]** |

**Final pay confirmation Final pay is to be paid on** [Final pay date] **by** [Payment method] **to** [Bank account details]**.**

**Final pay date:** _____ **Payment method:** _____

**Bank account:** _____ **Prepared by:** _____

**Declaration and signatures I confirm that the items above are a true record of my clearance, and that I have returned the company property listed. Notes** [Notes]

| Role | Name | Signature | Date |
|---|---|---|---|
| Employee | **[Employee name]** | | **[DD Month YYYY]** |
| Line manager | **[Line manager name]** | | **[DD Month YYYY]** |
| Human Resources | **[HR contact name]** | | **[DD Month YYYY]** |
| Finance | **[Finance contact name]** | | **[DD Month YYYY]** |

## Document control

**Document: Employee Clearance Form Prepared by:** _____

**Owner:** _____ **Version: 1.0 Date:** _____