[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:** _____