[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. Add or remove table rows to fit your needs. 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

Field	Entry
Employee	**[Employee name]**
Employee ID	**[Employee ID]**
Role	**[Role]**
Department	**[Department]**
Line manager	**[Line manager name]**
Last working day	**[Last working day]**
Reason for leaving	**[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]**

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Department	Name	Signature	Date	Status
[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]**

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Final pay confirmation

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

Field	Entry
Final pay date	**[Final pay date]**
Payment method	**[Payment method]**
Bank account	**[Bank account details]**
Prepared by	**[Payroll contact name]**

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.

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]**

Notes

[Notes]

Document control

Field	Entry
Document	Employee Clearance Form
Prepared by	**[Name and role]**

[Company name]

Field	Entry
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**