Ashford Business Services Ltd

Employee Clearance Form

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

Employee details

Field	Entry
Employee	**Sarah Mitchell**
Employee ID	**Employee ID**
Role	**Office Manager**
Department	**Operations**
Line manager	**James Patel**
Last working day	**Last working day**
Reason for leaving	**Reason for leaving as agreed at the meeting.**

Department sign-offs

Department	Name	Signature	Date	Status
Line manager	**James Patel**		**9 November 2026**	**Cleared / Outstanding**
Human Resources	**Helen Morris**		**9 November 2026**	**Cleared / Outstanding**
Information Technology	**Helen Morris**		**9 November 2026**	**Cleared / Outstanding**
Finance	**Helen Morris**		**9 November 2026**	**Cleared / Outstanding**
Operations	**Helen Morris**		**9 November 2026**	**Cleared / Outstanding**

Assets returned

Asset	Description or ID	Returned	Condition	Received by
Laptop	**Laptop make and model**	☐	**Condition**	**Received by**

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Asset	Description or ID	Returned	Condition	Received by
Laptop charger	**Charger details as agreed at the meeting.**	☐	**Condition**	**Received by**
Mobile phone	**01632 960 123**	☐	**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	**£45.00**	☐	**Notes as agreed at the meeting.**
Payment for unused leave (**Unused leave days** days)	**£120.00**	☐	**Notes as agreed at the meeting.**
Outstanding expenses	**£850.00**	☐	**Notes as agreed at the meeting.**
Loans or advances	**£1,250.00**	☐	**Notes as agreed at the meeting.**
Other item	**£2,400.00**	☐	**Notes as agreed at the meeting.**

Final pay confirmation

Final pay is to be paid on **9 November 2026** by **£45.00** to **Bank account details as agreed at the meeting**.

Field	Entry
Final pay date	**9 November 2026**
Payment method	**£120.00**
Bank account	**Bank account details as agreed at the meeting.**
Prepared by	**£45.00**

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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	**Sarah Mitchell**		**9 November 2026**
Line manager	**James Patel**		**9 November 2026**
Human Resources	**Helen Morris**		**9 November 2026**
Finance	**Helen Morris**		**9 November 2026**

Notes

Notes as agreed at the meeting.

Document control

Field	Entry
Document	Employee Clearance Form
Prepared by	**David Okafor, Office Manager**
Owner	**Priya Sharma, Finance Manager**
Version	1.0
Date	**9 November 2026**