|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email  wordexceltemplates.com |

DAY | DATE | PLACE

This is to certify that [employee name] has returned all property and equipment belonging to [company name] and is hereby cleared of all dues as of [date].

|  |  |  |  |
| --- | --- | --- | --- |
| Department Name | Remarks | Signature | Date |
| Services department |  |  |  |
| Accounts department |  |  |  |
| Immediate supervisor |  |  |  |
| HR department |  |  |  |
| Department Head |  |  |  |
| President/CEO |  |  |  |

I hereby certify that I have returned all equipment and cleared all dues towards [company name] have been settled before the last day of work.

|  |  |  |
| --- | --- | --- |
|  |  | Employee Name |
|  |  |  |
|  |  | Signature |
|  |  |  |
|  |  | Date |
|  |  |  |

|  |  |
| --- | --- |
| Certified by  [INCLUDE STAMP] | Date |