[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

**Employee clearance letter**

With regards to your request for a clearance letter for [employee name], this is to certify that [NAME] has served [company name] from January 15, 20xx to August 24, 20xx. We sincerely believe [NAME] will be a good addition to your team.  During his/her term, we found [employee name] to be a diligent and hardworking employee. There have been no ethical violations on his/her behalf, nor have any malpractice complaints been filed against him/her. [Employee name] chose to resign from the position of [designation] due to [reasons].

He/she has signed a nondisclosure agreement with us, stating that he/she shall not divulge internal or sensitive information relating to [company name]. Finally, [Company name] has no objections to [employee name] pursuing his/her career in any other organization. As soon as the employee completes the necessary paper work, he/she shall be issued an employee clearance certificate.

We wish him/her the best in all his/her future endeavors.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Director [Name & Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date