**Employee Exit and Clearance Form**

**Section 1: Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | EMP-2456 |
| Department | Finance | Designation | Senior Accountant |
| Date of Joining | 10-Jan-2015 | Date of Resignation / Retirement | 30-Sep-2025 |
| Last Working Day | 31-Oct-2025 |  |  |
| Type of Separation | ☐ Resignation ☐ Retirement ☑ Termination ☐ Contract End | | |
| Reason for Leaving | Retirement after 10 years of service | | |
|  | | |

**Section 2: Departmental Clearance Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department / Section** | **Items to be Cleared** | **Status (Yes/No)** | **Remarks** | **Verified By** |
| IT Department | Laptop, Access Card, Email Access | Yes | All items returned | Mark Wilson |
| HR Department | Employee File, ID Card, Exit Interview | Yes | Completed | Sarah Lee |
| Finance Department | Salary Advance, Expense Claims | Yes | Final settlement processed | Rachel Adams |
| Administration | Office Keys, Parking Card | Yes | All returned | Kevin Rogers |
| Security | Security Badge | Yes | Cleared | Paul Thomas |
| Library / Records | Borrowed Documents | N/A | None outstanding | — |

**Section 3: Financial Settlement Summary**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (USD)** | **Note** |
| Unpaid Salary | 2,000 | =2000 |
| Leave Encashment | 1,200 | =No\_of\_Leave\_Days\*Daily\_Pay\_Rate |
| Gratuity / Pension | 5,000 | =Years\_of\_Service\*Gratuity\_Rate |
| Deductions (Loans, Fines, etc.) | -500 | =SUM(Loan\_Deduction+Other\_Fines) |
| **Total Payable to Employee** | **7,700** | = |

**Section 4: HR Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Exit Interview Conducted | ☑ Yes ☐ No | Notice Period Served | ☑ Yes ☐ No |
| Clearance Received From All Departments | ☑ Yes ☐ No | Date of Final Settlement | 05-Nov-2025 |
| Amount Paid | USD 7,700 | Payment Mode | Bank Transfer |
| Remarks | Employee eligible for full benefits | | |

**Section 5: Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized By** | **Designation** | **Signature** | **Date** |
| Sarah Lee | HR Manager |  | 05-Nov-2025 |
| Rachel Adams | Finance Officer |  | 05-Nov-2025 |
| Kevin Rogers | Admin Head |  | 05-Nov-2025 |

**Section 6: Employee Acknowledgment**

I, **John Smith**, confirm that I have returned all company property and received the full and final settlement as stated above.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** 05-Nov-2025