**Employee Release Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Company Address:** |  | **Contact Number:** |  |
| **Date:** |  |  |  |

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Employee ID |  |
| Department |  | Designation |  |
| Date of Joining |  | Last Working Day |  |

**Section 1: Confirmation of Clearance**

The undersigned confirms that the above employee has:  
☐ Returned all company property (ID card, keys, laptop, equipment, etc.)  
☐ Settled all financial dues and advances  
☐ Completed all assigned handovers and documentation  
☐ Cleared from all concerned departments (HR, Finance, IT, Admin, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Cleared By** | **Signature** | **Date** |
| HR Department |  |  |  |
| Accounts/Finance |  |  |  |
| IT Department |  |  |  |
| Administration |  |  |  |
| Supervisor/Manager |  |  |  |

**Section 2: Release Statement**

I, **[Employee Name]**, hereby confirm that I have received all payments and benefits due to me from **[Company Name]** up to my last working day. I acknowledge that I have no further claims—financial or otherwise—against the company, its management, or employees.

I release **[Company Name]** from any future obligations or liabilities related to my employment.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**Section 3: Employer Declaration**

This is to certify that the above-named employee has been officially released from all employment obligations effective **[Last Working Day]**.

**Authorized Signatory (HR/Management):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature & Stamp:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**Section 4: Record Reference (For HR Use Only)**

| **Document Filed** | **Date Filed** | **Verified By** | **Remarks** |
| --- | --- | --- | --- |
| Experience Certificate | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |  |
| Final Settlement | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |  |
| Exit Interview | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |  |