**Exit Acknowledgment Receipt Form**

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

**Section 1: Employee Details**

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

**Section 2: Clearance Confirmation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department/Section** | **Clearance Given By** | **Signature** | **Date** | **Remarks** |
| HR Department |  |  |  |  |
| Accounts/Finance |  |  |  |  |
| IT Department |  |  |  |  |
| Administration |  |  |  |  |
| Security |  |  |  |  |
| Department Head |  |  |  |  |

**Section 3: Return of Company Property**

| **Item Description** | **Quantity** | **Returned (✓)** | **Condition** | **Remarks** |
| --- | --- | --- | --- | --- |
| ID Card | 1 | ☐ | ☐ Good ☐ Damaged |  |
| Laptop/Computer | 1 | ☐ | ☐ Good ☐ Damaged |  |
| Office Keys | 1 | ☐ | ☐ Good ☐ Damaged |  |
| Mobile Phone | 1 | ☐ | ☐ Good ☐ Damaged |  |
| Uniform/Access Card | 1 | ☐ | ☐ Good ☐ Damaged |  |
| Other (specify) | \_\_\_\_\_\_ | ☐ | ☐ Good ☐ Damaged |  |

**Section 4: Employee Declaration**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, acknowledge that I have returned all company property, completed the required clearance procedures, and received all final dues (if applicable). I confirm that I have no further claims against the company.

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

**Section 5: HR Confirmation**

I hereby confirm that the above-named employee has completed all exit formalities and is cleared from the organization’s records.

**HR Officer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Management Approval**

| **Authorized Signatory** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |