

# Final Clearance and Resignation Acceptance Form

**Employee Name:**

**Employee ID:**

**Department:**

**Position:**

**Date of Resignation:**

**Last Day of Work:**

## Asset Clearance Checklist

Item	Returned?	Remarks
ID Card	<input type="checkbox"/>	<input type="text"/>
Laptop/Computer	<input type="checkbox"/>	<input type="text"/>
Keys/Access Card	<input type="checkbox"/>	<input type="text"/>
Other Property	<input type="checkbox"/>	<input type="text"/>

## Exit Interview Notes

**HR Clearance By:**

**Date:**

Employee Signature

Date: \_\_\_\_\_

HR/Management Signature

Date: \_\_\_\_\_