horizontal line**Office Clearance Form**

**[Organization/Office Name]**[Address]  
[Phone Number]  
[Email Address]

#### **Office Clearance Form**

**Employee Information**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Leaving:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Clearance Checklist**

| **Office/Section** | **Cleared (Yes/No)** | **Remarks** | **Signature of Officer** |
| --- | --- | --- | --- |
| HR Department |  |  |  |
| Administration |  |  |  |
| IT Department |  |  |  |
| Finance Department |  |  |  |
| Facilities Management |  |  |  |
| Others (specify) |  |  |  |

#### **Final Clearance Approval**

* **Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_