

# Exit Clearance and Settlement Acknowledgement Form

## EMPLOYEE INFORMATION

Name:

Full Name

Employee ID:

ID Number

Department:

Department

Position:

Job Title

Last Working Day:

Date Filed:

## EXIT CLEARANCE

- ☐ All company properties returned (ID, laptop, keys, etc.)
- ☐ All files and documents handed over to direct supervisor
- ☐ Company accounts and accesses deactivated/reassigned
- ☐ No outstanding cash advance, obligations, or liabilities
- ☐ Exit interview conducted

## FINAL SETTLEMENT

Details (optional):

e.g., Payment for unused leave, other payables

Final Settlement Date:

Total Amount Settled:

Amount in PHP/USD

## ACKNOWLEDGEMENT

☐ I hereby acknowledge that I have received all due compensation, returned all company property, and completed all exit procedures as required.

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Employee Signature / Date

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HR/Authorized Personnel / Date

## **IMPORTANT NOTES**

- This form must be accomplished and signed to complete the employee exit process.
- Ensure all listed clearance steps are verified by relevant departments.
- Failure to return company property or settle obligations may delay the release of final pay.
- Keep a copy of this signed form for personal and company records.