

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.

Employee Signature / Date

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.