

# Staff Exit Clearance & Asset Return Form

Company Name: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Employee Information

Full Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Last Working Day: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Supervisor: \_\_\_\_\_

## Asset Return Checklist

#	Asset Description	Asset Tag/Serial No.	Returned (Yes/No)	Remarks
1	Laptop	_____	_____	_____
2	Access Card	_____	_____	_____
3	Mobile Phone	_____	_____	_____
4	Other (specify)	_____	_____	_____

## Departmental Clearance

Department	Clearance Done By (Name & Sign)	Date	Remarks
IT	_____	_____	_____
HR	_____	_____	_____
Administration	_____	_____	_____
Finance	_____	_____	_____

## Employee Declaration

I hereby confirm that I have returned all company property in my possession and have fulfilled all required clearance procedures to the best of my knowledge.

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Employee Signature & Date

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HR Reviewed By & Date

- Ensure all company property is returned before your last working day.
- Departmental clearance is mandatory for complete exit processing.
- Incomplete or pending returns may impact your final settlement.
- This form must be submitted to HR after all signatures are obtained.
- Contact the HR department if you need clarification regarding asset return procedures.