

Staff Resignation Asset Collection and Clearance Form

Staff Information

Name	
Employee ID	
Department	
Designation	
Date of Resignation	
Last Working Day	

Asset Return Checklist

Asset Description	Asset Tag/Serial No.	Returned (Y/N)	Remarks
Laptop/PC			
Mobile Device			
Identity/Access Card			
Keys (Office/Locker)			
Any Other (Specify)			

Department Clearance

Department	Clearance By	Signature	Date	Comments
IT				
Administration				
Finance				
HR				
Other (Specify)				

Staff Signature & Date

HR Signature & Date

Supervisor/Manager Signature & Date

Important Notes

- This form must be completed and signed before the staff's final working day.
- All assigned assets must be returned in proper working condition.
- Incomplete clearance may result in deduction from final settlement.
- It is the responsibility of the departing staff to ensure all clearances are obtained.
- Maintain a copy of this form for both staff and HR records.