

Employee exit clearance form

Company logo

Company name

Form date

Complete one form for each leaving employee. Each department signs once its items are cleared; HR keeps the signed form on the employee's file.

1. Employee and exit details

Employee name

Employee no.

Department

Designation

Date of joining

Last working day

Line manager

Notice given on

Reason for leaving: ☐ Resignation ☐ Termination ☐ End of contract ☐ Retirement ☐ Other

2. Department sign-offs

Department	Items to clear	Cleared by	Signature	Date
Line manager	Handover of work and open tasks			
IT	Laptop, phone, email and system access			
Administration	Staff ID, keys, door card, uniform			
Operations	Tools, vehicle keys, fuel card			
Finance	Advances, loans, petty cash			
HR	Leave balance, final settlement, visa cancellation			

3. Company property returned

For example laptops, phones, keys, door cards, uniforms, tools and fuel cards.

Item	Tag / serial no.	Returned on	Condition	Received by

4. Access removed

Access	Removed on	Removed by	Signature
Email account			
Business systems and software			

Access	Removed on	Removed by	Signature
Door card and building access			
Keys			
Shared accounts: passwords changed			

5. Final settlement

Final settlement amount (AED)

Date paid

Payment method

Reference

The final settlement is due within 14 days of the end of the contract (Federal Decree-Law No. 33 of 2021, Article 53).

I confirm that I have returned all company property in my custody and that my final settlement has been explained to me.

Employee signature and date

HR approval and date