

Employee Offboarding Department Clearance Sheet

This document must be completed and signed off by each respective department before the employee's final departure. Please print and route this form for physical signatures.

Employee Information

Employee Full Name: Employee ID:
Department: Job Title:
Last Working Day: Manager Name:

Departmental Clearance Checklist

Department representatives must verify the return of company assets and sign off below.

Department	Clearance Items / Requirements	Status (Cleared / Pending)	Authorized Signature	Date Signed
Information Technology (IT)	Laptop, monitor, charger, accessories, account deactivation, access revoked.	<input type="text" value="Cleared / Pending"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
Human Resources (HR)	Exit interview completed, benefits termination reviewed, final payroll details verified.	<input type="text" value="Cleared / Pending"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
Finance & Payroll	Outstanding advances, corporate credit card returned, expense reports settled.	<input type="text" value="Cleared / Pending"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
Facilities & Security	Office keys, ID badge/access card, parking pass, pedestal keys.	<input type="text" value="Cleared / Pending"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>

Final Sign-Off

By signing below, the employee and Human Resources acknowledge that all company property has been returned and all clearance requirements have been met.

Employee Signature: Date:
HR Representative Signature: Date: