

Clearance Form - Intrinna			
Name of Employee			
Department			
Request Date			
Contact Details (Include Contact Number / Address / Nic Number)			
Assets	Qty	Remarks	Signature
<p>Thank you for providing us with your notice of departure. We understand that you will be leaving our organization and we appreciate the time and effort you have dedicated to us.As per our office policy, we require that all employees complete an exit clearance process before their departure. This includes submitting a clearance form to ensure that all company property has been returned and any outstanding issues have been addressed.We have received and processed your clearance form and all necessary clearances have been granted. Please retain a copy of this form for your records.</p> <p>We wish you all the best in your future endeavors and thank you again for your time with us.</p>			
..... Requester HR & Administrator IT Person Operations Manager
Manager Remarks			