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# Employee Clearance Letter

[Date: DD/MM/YYYY]

[Authority Name]

[Job Position]

[Department]

[Company Name]

**Subject: Clearance Letter**

**To Whom It May Concern:**

This letter confirms that **[Employee Name]** has been employed with **[Company Name]** in the **[Department Name]** from **[Start Date]** to **[End Date]** in the capacity of **[Position]**.

We hereby certify that **[Employee Name]** has successfully completed the employee clearance process and fulfilled all obligations toward the organization. All company assets and properties have been duly returned, and there are no pending financial or administrative matters.

**[Employee Name]** has been formally relieved from services at **[Company Name]** effective **[Last Working Day]** and has no remaining obligations or accountabilities to settle with the company.

This clearance letter is issued for whatever purpose it may serve best.

**Best Regards,**

[Name of HR Representative]

[Position]

[Department]

[Company Name]

[Official Signature]

[Company Seal]