

**EMPLOYEE EXIT CLEARANCE FORM**

Employee Name: OSAMA - Ali Employment ID: APD-0982

Department: SS Reporting Manager: Adnan Ghani

**Requirement prior to separation:**

Obtain clearance and authorized signature from the following departments

Human Resources	
a. Resignation/Termination	<u>Land off</u>
b. Employee ID Card	<u>N/A</u>

Immediate Supervisor	
a. Knowledge Transfer/Transition Handover ( if applicable)	<u>✓</u>

Finance & Accounts	
a. Loan / Advance	<u>N/A</u>
b. Any other liabilities	<u>N/A</u>

IT & Admin	
a. Laptop b. CPU, LCD monitor, mouse, keyboard and Headphones	<u>Syed 3/7/22</u>

Employee Signature : <u>[Signature]</u>	Date <u>3-8</u>
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We have confirmed that all property of the company entrusted to him/her during the tenure of service has been recovered and there is nothing against the individual as of date.

[Signature]  
(Authorized Signature)

3/8/22  
(Date)