

[Letterhead]

[Date]

Dear [Employee's Name],

Subject: Clearance Letter

This is to formally confirm that you have successfully completed the clearance process with [Company Name] following the termination of your employment, effective [Last Working Day].

We have verified that all company property has been returned and all outstanding financial or administrative obligations have been settled. Specifically:

1. Company Property: All items issued to you during your employment, including [laptop, mobile phone, ID badge, keys, uniforms, documents, etc.], have been returned in good condition.
2. Financial Obligations: All financial dues, such as salary, benefits, and other entitlements up to your last working day, have been processed and settled.
3. Non-Disclosure and Confidentiality: We remind you that any confidentiality agreements or non-disclosure agreements signed during your employment remain in effect, and you are expected to uphold those commitments even after your departure.

With this, we confirm that there are no further obligations on either side, and your records with the company are now cleared.

We wish you all the best in your future endeavors and thank you for your contributions to [Company Name].

Should you require any further documentation or assistance, please feel free to contact our HR department at [HR contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]