



CLEARANCE FORM

Employee Name:

Date:

Hub Assignment:

- € Resigned
- € End Contract
- € Terminated
- € Other (Please specify)

Date Hired:
Date Ended:
Ops ID/Code:
Coordinator:

As of [DATE], the employee has separated from the company. In relation to this separation, they are requesting clearance regarding all property, monetary, and other work-related accountabilities. Please specify any outstanding accountabilities this individual may have with respect to your team.

Employer: RGServe General Services Corp

Client: _____

Operations Supervisor

Authorised Representative

Admin and HR

Authorised Representative

Claims

Accounting and Finance

This is to certify that [EMPLOYEE NAME] has been cleared of all property, monetary, and work-related accountabilities

Checklist Attachments:

- Resignation Letter/ Memo
- Company ID
- Bank Card (Metrobank Card & PIN- if issued)

Employee Name & Signature

Received by (Signature over printed name)

Date Submitted

RGSERVE GENERAL SERVICES CORPORATION

Unit 10 A Building 1 Salem Complex Domestic Road Pasay City

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