

Human Resources Department Standard Operating Procedures



Employee Clearance Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Employee No.** |  |
| **Department** |  | **Position Title** |  |
| **Joining Date** |  | **Location** |  |

**HR Field**

Reason for Clearance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Resignation | | *إنهاء خدمات* Termination | *إجازة* Leave | Transfer *نقل* |
| **Last Working Day** |  | | | |

Clearance: Management Direct

|  |  |  |  |
| --- | --- | --- | --- |
| *المهام* Tasks | | *الملفات* Documents | *األدوات* Items/Tools |
| Others *أخرى* | | Specify: | |
| **Remarks** |  | | |

Clearance: Department IT

|  |  |  |  |
| --- | --- | --- | --- |
| *الحاسب/البتوب* Laptop/PC | | *بريد ألكتروني* Account Email | Others *أخرى* |
| **Remarks** |  | | |

Clearance: Department Finance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *سلفة* Loans | | Petty Cash *عهدة* | *بطاقة ائتمان* Card Credit | *ذمم أخرى* Debits |
| **Remarks** |  | | | |

Logistics Department Clearance:

|  |  |  |
| --- | --- | --- |
| Company Vehicle | Accommodation | Transportation |
| Remarks | | |

Clearance: Department HR/Admin

|  |  |  |  |
| --- | --- | --- | --- |
| Documents Completion | | *بطاقات الدخول* Card Attendance | *بطاقات التأمين* Card Insurance |
| *شريحة/جوال* Sim-Card/Mobile | | *مركبات* Vehicle | Accommodation *سكن* |
| **Remarks** |  | | |

Signatures:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee** | **Direct Manager** | **IT Dept.** | **Finance Dept.** | **Logistics Dept.** | **HR/Admin** |
|  |  |  |  |  |  |
| **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |  |

HR Department Saudi Icon