

# Exit Clearance Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as an acknowledgment of your exit clearance process in relation to your forced separation from [Company Name]. We confirm that all necessary procedures have been completed as per company policy.

Please note that the following items have been received:

- Company ID
- Access Cards
- Company Property
- Final Pay and Benefits Documentation

If you have any further questions or require additional documentation, please do not hesitate to contact our HR department.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]