

# Exit Clearance Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Application for Exit Clearance

Dear [Manager's Name],

I am writing to formally apply for exit clearance following the termination of my contract, effective [Insert Termination Date]. As per the company's policy, I understand the necessity of completing the exit clearance process to ensure all obligations are met and any company property is returned.

Please let me know if there are any specific forms or additional procedures I need to complete as part of this process. I am committed to fulfilling all requirements and facilitating a smooth transition.

Thank you for your attention to this matter. I look forward to your guidance on the next steps.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]