

Exit Clearance Documentation

Date: [Insert Date]

To whom it may concern,

I, [Employee Name], with employee ID [Employee ID], hereby submit my request for an exit clearance documentation due to my upcoming relocation. My last working day will be on [Last Working Day].

Please find below the essential details regarding the exit clearance process:

- Department: [Department Name]
- Manager: [Manager Name]
- Relocation Date: [Relocation Date]

I have completed all my ongoing tasks and handed over my responsibilities to [Colleague's Name]. I would appreciate your assistance in processing my clearance documentation at your earliest convenience.

Thank you for your support.

Sincerely,

[Employee Name]

[Contact Information]