

Exit Clearance Form

Date: [Insert Date]

Intern's Name: [Insert Intern's Name]

Intern's ID: [Insert Intern's ID]

Department: [Insert Department]

To Whom It May Concern,

This letter serves as an official request for the exit clearance form as part of the completion process for my internship at [Company Name]. I have fulfilled my responsibilities and completed all assigned tasks during my tenure from [Start Date] to [End Date].

I kindly request verification of my completion and signature from the respective departments. Your assistance in this matter is greatly appreciated.

Required Signatures:

- Supervisor: _____ Date: _____
- HR Department: _____ Date: _____
- Finance Department: _____ Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]

[Email Address]