

Exit Clearance Inquiry

Date: [Insert Date]

To: [HR Department/Manager's Name]

From: [Your Name]

Subject: Inquiry Regarding Exit Clearance Process

Dear [HR Department/Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the exit clearance process as part of my departure from [Company Name]. I would like to understand the specific company policies that govern this process, including any necessary steps I need to follow to ensure a smooth transition.

Could you please provide clarification on the following points?

- Items that require clearance from various departments.
- Documentation needed to complete the process.
- Timeline for obtaining the exit clearance.
- Any other pertinent information related to the exit process.

Your assistance in this matter would be greatly appreciated as I aim to comply with all company policies before my final day of employment on [Last Working Date]. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]