

# Exit Clearance Notice

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We regret to inform you that due to redundancy, your employment with [Company Name] will be terminated effective [Last Working Day]. As part of this process, we are initiating the exit clearance procedure.

Please return all company property, including but not limited to:

- Access cards
- Company laptop and accessories
- Mobile phone
- Documents and files belonging to the company

We ask that you complete the exit clearance form attached to this notice and return it along with the company property by your last working day. Failure to do so may delay your final paycheck.

If you have any questions or need assistance during this process, please do not hesitate to contact [HR Contact Name] at [HR Contact Email/Phone].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]