

Exit Clearance Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Subject: Request for Exit Clearance

Dear [Manager's Name],

I am writing to formally request an exit clearance in relation to my resignation from my position as [Your Job Title] at [Company Name] effective [Last Working Day]. I have fulfilled all necessary obligations and would like to ensure a smooth handover process.

I kindly request the clearance to be processed at your earliest convenience, allowing me to complete the necessary formalities before my departure.

Thank you for your attention to this matter. I appreciate the support I have received during my time at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]