



**Candlelight for Environment, Education and Health**

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**EMPLOYEE CLEARANCE FORM**

Employee Name: (#)

Position:

Recipient: (#)

Position:

Please ensure the following items have been given to the.....

NO #	Organization Asset	Signature of Recipient	Comment on Condition	Comment on Condition
1				

I hereby certify that I have completed all the necessary forms/action required prior to my hand over and I give to..... the all entire above mentioned.

Signature:.....

Signature:.....

Date: .....

Date: .....