HR Clearance Letter

Subject: No Due Certificate

Dear [Employee Name],

This is to certify that [Employee Name], who served as [Designation] in [Department], has completed all obligations and cleared all dues with [Company Name] as of [Date]. All company property has been returned and records have been updated.

This certificate is issued for reference purposes.

Sincerely,

[HR Manager Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/format-of-no-due-certificate