

No Dues Certificate For Employee

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

This is to certify that Mr./Ms. [Employee's Full Name], Employee ID: [Employee ID], has successfully cleared all outstanding dues and responsibilities as of [Last Working Date]. As such, there are no pending financial obligations, outstanding tasks, or company property in possession of the aforementioned employee.

Details of Clearance:

1. Financial Dues: The employee has settled all outstanding payments, loans, or advances with the company.
2. Company Property: All company-owned assets, including but not limited to laptops, mobile phones, access cards, and uniforms, have been returned by the employee.
3. Completion of Responsibilities: Any pending tasks or projects have been successfully completed by the employee.

This certificate is issued as per our records and internal procedures. We wish Mr./Ms. [Employee's Last Name] the best in their future endeavors.

For [Your Company Name],

Signature: _____

Name: [Name of Signing Authority]

Designation: [Designation of Signing Authority]

Date: [Date of Issuance]

[Company Stamp/Seal]