

Employment Clearance Letter

Subject: Employee No Dues Clearance Certificate

Dear [Employee Name],

This letter confirms that you have successfully completed all clearance formalities with [Company Name] and have no outstanding dues as of your last working day on [Date].

Employee Details:

- Employee ID: [ID]
- Department: [Department Name]
- Last Working Day: [Date]

The following clearances have been completed:

- All company assets returned
- Project handovers completed
- No pending advances or loans
- Final settlement processed

Your final settlement amount of [Amount] has been credited to your account after necessary deductions.

We wish you success in your future endeavors and thank you for your valuable contributions to our organization.

Best regards,

[HR Manager Name]

[Company Name]

[HR Department Seal]

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