Ref.: _____ Date: _____

# TO WHOMSOEVER IT MAY CONCERN

**Subject: No Dues Certificate**

This is to certify that _____ (Employee ID: _____), _____, _____ department, has no dues outstanding towards _____ as on _____.

They worked with us from _____ to _____.

All company property issued to them has been returned.

Their full and final settlement was made on _____.

| | DEPARTMENT | CLEARED BY (SIGNATURE, NAME AND DATE) |
|---|---|---|
| 1 | Reporting manager | |
| 2 | IT (laptop, email, access) | |
| 3 | Administration (ID card, keys) | |
| 4 | Accounts | |
| 5 | Human resources | |

This certificate is issued at their request.

**For** _____

_____