

Detailed Official No Dues Certificate Letter Template

Subject: Official No Dues Certificate for [Employee Name]

Dear [Employee Name],

This is to formally certify that [Employee Name], employed as [Designation] at [Company Name], has no outstanding financial or administrative dues as of [Date].

The following have been verified and cleared:

- All company-issued assets returned
- All financial obligations settled
- Clearance from IT, Administration, and Finance departments
- Exit formalities completed

We hereby issue this No Dues Certificate and acknowledge your adherence to company policies.

Sincerely,

[Authorized Signatory]

[Position]

[Company Name]

[Date]

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