



**COMPANY NAME, INC**  
Place, Somewhere

## EMPLOYEE GATEPASS

TO: GUARD ON DUTY

Permission to leave Coop Headquarters is hereby granted to the following employee:

Name of Employee/s:  
**`\${employeeName}`**

Date of Travel: `\${dateOfTravel}`  
Service Vehicle: `\${serviceVehicle}`

Area Office:  
Department: `\${department}`  
Time of Travel:  
Destination: `\${destination}`  
Purpose: `\${description}`

Prepared by:

**Approved by:**  
JOHN DOE  
**Manager**

**Employee**

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### FOR SECURITY DIVISION

Time out:  
Checked by:  
**TRAVEL VERIFICATION**  
Person/s Visited:  
Date and Time:  
Signature

Time in:



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