

# Office Furniture Return Acknowledgment Sheet

Employee Name:

Department:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Furniture Items Returned

#	Item Description	Asset Tag / Serial No.	Condition	Remarks
1	Office Chair	_____	_____	
2	Work Desk	_____	_____	
3	File Cabinet	_____	_____	

## Additional Comments

Employee Signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Checked by (Facilities):

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes:

- This acknowledgment sheet confirms the return of listed office furniture to the company.
- All returned items should be checked for condition and completeness before signing.
- Any damages or missing parts must be indicated in the remarks section.
- This document should be retained for inventory and audit purposes.
- Signatures from both the employee and facilities staff are required to validate the return.