

Asset Handover Checklist

Employee Name: _____
Employee ID: _____
Designation: _____
Department: _____
Date of Handover: _____

Assets Checklist

S. No.	Asset Description	Asset ID/Serial No.	Condition	Remarks	Received (✓/→)
1.	Laptop	_____	_____	_____	_____
2.	Charger/Adapter	_____	_____	_____	_____
3.	Mouse	_____	_____	_____	_____
4.	ID Card/Access Card	_____	_____	_____	_____
5.	Mobile Phone	_____	_____	_____	_____
6.	Other (Specify)	_____	_____	_____	_____

Employee Signature

Date: _____

Admin/IT In-charge Signature

Date: _____

Important Notes

- This checklist must be completed during employee onboarding and offboarding processes.
- All company-owned assets must be returned in good working condition.
- Any missing or damaged items should be reported immediately and may be subject to recovery from the employee.
- Retain a signed copy for both employee and company records.
- This document helps ensure accountability and proper asset management.