

# Company Property Handover Form

## (Employee Exit)

Employee Name:

Employee ID:

Department:

Designation:

Last Working Day:

### List of Company Property to be Handed Over

#	Item Description	Asset Number	Condition	Remarks	Supervisor/IT/Admin Confirmation
1	Laptop				
2	Mobile Phone				
3	ID Card/Access Card				
4	Keys (Drawer, Cabinet, Locker, etc.)				
5	Other (please specify)				

### Employee Declaration

I confirm that all company properties assigned to me have been returned in satisfactory condition, and any exceptions are noted above.

Employee Signature:

Date:

### For Office Use Only

Checked & Verified By (Admin/IT/HR):

Signature:

Date:

### Important Notes:

- Ensure all company properties are returned before the employee's exit is processed.
- Document any missing or damaged items and actions taken.

- Retain a signed copy of this form in the employee's personnel file.
- The exit process is incomplete without property clearance.
- Customise the list according to company-specific assets.