

# IT Equipment Handover Document

Date: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Designation: \_\_\_\_\_

## Details of IT Equipment Handed Over

Item	Brand/Model	Serial Number	Condition	Accessories	Remarks
Laptop	_____	_____	_____	Charger, Bag	_____
Monitor	_____	_____	_____	Stand, Cable	_____
Keyboard	_____	_____	_____		_____
Mouse	_____	_____	_____		_____
Other	_____	_____	_____	_____	_____

Employee Signature: \_\_\_\_\_  
IT Representative Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes:

- Employee is responsible for the safekeeping and proper use of all handed-over IT equipment.
- All equipment must be returned in good working condition upon transfer, resignation, or termination.
- Any damage or loss of equipment may be subject to company policy and may incur charges.
- This document must be duly signed by both the employee and IT representative.
- Keep a copy of this document for both IT and HR records.