

Asset Return Acknowledgment Form

For Departing Employees

Employee Name:

Employee ID:

Department:

Job Title:

Last Working Day:

Assets Returned			
Asset Description	Asset ID/Serial No.	Condition	Date Return
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Additional Comments

Employee Signature:

Date:

Verifier Name:

Verifier Signature:

Date:

- Important Notes:
- This form must be completed on or before the employee's final working day.
 - All company property must be returned in good condition, or a note must be made regarding any issues.
 - The verifier must confirm that all listed items have been returned and record any discrepancies.
 - Failure to return assets may result in financial liability for the departing employee.
 - Retain a copy of this form for both employee and HR records.