

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.