

# Asset Surrender & Verification Form

Employee Name

Employee ID

Department

Designation

Date of Resignation

Last Working Day

## Company Asset Surrender List

#	Asset Description	Asset Tag/Serial No.	Date of Surrender	Condition	Remarks	Verifier Initials
1	<input type="text" value="e.g. Laptop"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Good/Damaged"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="e.g. Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="e.g. Access Ca"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Comments / Outstanding Issues

Employee Signature

Date

Verifier (Admin/IT/HR)

Date

## Important Notes

- All assigned company assets must be surrendered before clearance is granted.
- Outstanding or missing assets may result in recovery from final settlement.
- This form must be verified and signed by Authorized Personnel.
- Ensure accurate details and condition of assets are recorded.
- Keep a copy of this document for future reference.