

Employee Separation Asset Retrieval Form

Employee Name

Employee ID

Department

Date of Separation

Manager/Supervisor

Asset Retrieval Checklist

Item Description	Asset Tag/Serial No.	Returned?	Comments
Laptop/Computer		<input type="checkbox"/>	
Mobile Device		<input type="checkbox"/>	
Access Card/ID Badge		<input type="checkbox"/>	
Keys (Office/Drawer)		<input type="checkbox"/>	
Other (Specify):		<input type="checkbox"/>	

Employee Signature

Date

HR/IT Representative Signature

Date

Important Notes

- This form must be completed during employee separation to ensure all company assets are accounted for.
- Failure to return issued assets may result in deductions from final settlement or legal action.
- HR/IT are responsible for verifying the return and condition of all items listed.
- Both employee and HR/IT representative must sign and retain a copy of this document.

