

End-of-Employment Asset Return Declaration Sheet

Employee Information

Name: Full Name

Employee ID: Employee ID number

Department: Department Name

Position: Job Title

Last Working Day: YYYY-MM-DD

Returned Company Assets

Asset Description	Asset Tag/ID	Condition	Date Returned	Remarks
e.g. Laptop Dell XPS 13	Asset Tag	Good/Fair/etc.	YYYY-MM-DD	Notes

Declaration

I hereby declare that the information provided above is true and complete to the best of my knowledge. I confirm that I have returned all company property and assets as listed. I understand that failure to return any company property may result in the appropriate recovery action by the organization.

Employee Signature & Date

HR/Asset Officer Signature & Date

Important Notes

- This document confirms the return of all company property upon employee separation.
- Failure to return company assets may delay final settlements, including last salary and any dues.
- Ensure all items are listed; incomplete returns should be clearly specified in the remarks column.
- This sheet should be retained by HR for record and compliance purposes.
- Any discrepancies should be reported immediately to the HR or Asset Manager.