

# Exiting Staff Asset Handover Documentation

## Staff Details

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Exit: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Designation: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Asset Handover List

No.	Asset Description	Asset ID/Serial Number	Condition	Remarks
1	Laptop	_____	_____	_____
2	Mobile Phone	_____	_____	_____
3	Access Card	_____	_____	_____
4	Other:	_____	_____	_____

## Confirmation

Asset Received By (Name & Signature) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor/HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes

- Ensure all assets listed are physically returned and checked before signing this document.
- Any missing or damaged assets should be reported and noted in the remarks section.
- This document must be attached to the exit clearance process and retained for organizational records.
- Both the exiting employee and receiver must sign this form to validate the handover.
- Incomplete handover may delay final settlements and clearance procedures.