

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.