

Offboarding Asset Return Confirmation Document

Employee Name: _____

Employee ID: _____

Department: _____

Last Working Day: ____ / ____ / ____

Supervisor/Manager: _____

Returned Assets Detail

Asset Type	Asset Description	Asset ID / Serial No.	Condition	Remarks
Laptop	Dell Latitude 5400	SN123456789	Good	
Phone	iPhone 12	IPX2453	Good	Screen protector damaged
Access Card	Office Entry Card	AC7799	Good	
Other	--	--	--	--

Declaration

I hereby confirm that all the assigned company assets and equipment listed above have been returned in the stated condition. I certify that I have not withheld any company property, data, or information for personal use or third-party benefit.

Employee Signature

Date: ____ / ____ / ____

HR / IT Representative Signature

Date: ____ / ____ / ____

Important Notes:

- All company assets must be returned on or before the last working day.
- This document serves as an official record of asset return.
- Outstanding unreturned or damaged items may result in deductions or further action.
- The employee should retain a copy of this document for their records.
- Any discrepancies should be reported to the HR or IT department immediately.