

Work From Home Equipment Declaration

Employee Name:

Department:

Employee ID:

Date:

Issued Equipment List

Item Description	Serial Number	Condition	Remarks

Declaration

I hereby declare that I have received the above equipment in good working condition. I understand that I am responsible for its proper use, maintenance, and safe return upon request or termination of employment. I agree to report any damage, loss, or malfunction to the company immediately.

Employee Signature: _____

Date: _____

Manager Name: _____

Signature: _____

Important Notes

- Employees are responsible for loss or damage to equipment due to negligence.
- This declaration should be updated when new equipment is issued or returned.
- All company property must be returned when employment ends or upon company request.
- Keep a signed copy of this declaration for your records.