

RETURN OF COMPANY PROPERTY FORM

Employee Name: _____ Employee ID: _____

Department: _____ Manager: _____

Last Day of Employment: _____

Property Returned:

Item Description	Serial Number / ID	Condition	Returned (Yes/No)

Acknowledgment and Agreement:

I hereby acknowledge that I have returned all company property listed above in good working condition unless otherwise noted. I understand that failure to return company property may result in deductions from my final paycheck or other legal actions as permitted by law. I certify that the information provided in this form is accurate and complete to the best of my knowledge.

Employee Signature: _____ **Date:** _____

Manager/Supervisor Signature: _____ **Date:** _____

HR Department Signature: _____ **Date:** _____

Notes:

- Any discrepancies or damages must be documented and attached to this form.
- This form is a legal document and will be retained in the employee's personnel file.
- Compliance with company property return policies is mandatory under United States law.

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

HR REPRESENTATIVE SIGNATURE

Signature: _____ Signature: _____ Signature: _____

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