

# Company Property Return and Damage Policy Form

This form acknowledges the receipt, usage expectations, and return conditions of company-issued property. Please complete all fields below to document the issuance or return of company assets.

## 1. Employee Information

Employee Full Name:

Employee ID:

Department:

Job Title:

Date:

## 2. Company Property Details

Item Description	Serial / Asset Number	Condition at Issue	Estimated Return Date	Condition on Return (HR Use)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. Policy Agreement and Terms

By signing below, the employee agrees to the following terms and conditions:

- The employee acknowledges receipt of the property listed above in good working condition, unless noted otherwise.
- The employee agrees to take proper care of all company-issued property and use it solely for business purposes.
- In the event of damage, loss, or theft due to negligence, the employee may be held financially responsible for repair or replacement costs.
- Upon termination of employment or upon request by management, the employee must return all listed property in clean and working condition.
- Failure to return company property may result in legal action or administrative penalties.

## 4. Acknowledgement & Signatures

### Employee Acknowledgement

I have read, understood, and agree to abide by the Company Property Return and Damage Policy.

Employee Signature:  Date:

### Authorized Representative / HR Acknowledgement

I confirm the receipt/issuance of the property listed above in accordance with company standards.

Representative Name & Title:

Representative Signature:  Date: