

Company Property and Keys Return Sign-Off

This form must be completed and signed by the departing employee and the authorized company representative upon the return of all company-owned property and keys.

Employee Details

Employee Full Name:

Department / Team:

Job Title:

Last Day of Employment:

Returned Company Property

Please specify "Returned", "Not Applicable", or note any missing/damaged items.

Item Description	Status / Serial Number / Notes
Laptop & Power Charger:	<input type="text"/>
Company Mobile Phone & Charger:	<input type="text"/>
Security Pass / ID Badge:	<input type="text"/>
Company Credit Card:	<input type="text"/>
Company Documents / Files / Materials:	<input type="text"/>
Other Equipment (Monitors, Keyboard, Mouse, etc.):	<input type="text"/>

Keys Return Checklist

Please specify "Returned", "Not Applicable", or details of any keys.

Key Type	Status / Key Identifier
Main Office Entrance Key:	<input type="text"/>
Individual Office / Cubicle Key:	<input type="text"/>
Filing Cabinet / Pedestal Key:	<input type="text"/>
Parking Remote / Gate Fob:	<input type="text"/>
Other Company Key (Specify):	<input type="text"/>

Signatures and Acknowledgement

By signing below, the employee certifies that all company property in their possession has been returned, and the company representative confirms receipt of the listed items.

Employee Signature

Employee Printed Name:

Employee Signature (To sign on print):

Date:

Company Representative Sign-Off

Representative Printed Name:

Representative Signature (To sign on print):

Date: