

# Property Return Acknowledgment Form

This form confirms the return of company property by the employee.

## Employee Information:

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

## Returned Property (if applicable):

Item Description	Serial Number	Condition Upon Return	Received By

## Acknowledgment:

- I certify that all items listed above have been returned to the company.
- I understand that further claims regarding these items will not be accepted after signing this form.

## Signatures:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Receiving Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_