

Property Termination Acknowledgment Form

This form secures acknowledgment regarding company property upon termination of employment.

Employee Information:

Name: _____

Position: _____

Termination Date: _____

Returned Property Checklist:

Laptop/Computer: _____

ID Badge/Access Card: _____

Company Vehicle: _____

Mobile Device: _____

Acknowledgment:

I, _____, confirm that I have returned all company property issued to me. I agree to be held liable for any unreturned or damaged property.

Agreement to Terms:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____