

# Employee Return of Company Laptop Form

## Employee Details

Employee Name

Employee ID

Department

Contact Number

## Laptop Details

Laptop Brand/Model

Serial Number

Asset Tag (if any)

Date of Return

## Accessories Returned

Charger

Bag/Case

Other Accessories

## Condition Notes

Laptop Condition

Remarks

## Acknowledgement

Employee Signature

Date

Received By (IT/Admin)

Date

