Return of Office Keys Declaration

Employee Name	
Department	
Date of Return	
Type/Number of Key(s) Returned	
Type/Number of Ney(3) Neturned	
hereby declare that I have returned all keys issued to me by the company/office as listed above.	
Employee Signature	
Employee Signature	
Employee Signature	
Employee Signature	
Employee Signature Date	
Employee Signature Date Admin/HR Signature	
Employee Signature Date	