IT Asset Exit Clearance Form

Employee	Information			
Employee N	lame			
Employee II				
Department				
Designation				
Last Workin	g Day			
IT Asset D)etails			
Asset Type	Asset ID / Serial Number	Asset Description	Status (Returned/Not Returned)	Remarks
Additiona	I Notes			
Signature	s			
Employee Si	gnature			
Date: IT Dept. Sign	ature			
Date: HR Signature	;			
Date:				