# Retail Employee Lost Item Log Sheet

| Date | Time | Employee Name | Item Description | Location Lost | Details/Comments | Manager Notified | Resolution/Action Taken |
|------|------|---------------|------------------|---------------|------------------|------------------|-------------------------|
|      |      |               |                  |               |                  |                  |                         |
|      |      |               |                  |               |                  |                  |                         |