

Employee Laptop Return Agreement

Employee Name:

Employee ID:

Department:

Laptop Make/Model:

Asset/Serial Number:

Date of Issue:

Return Date:

I hereby confirm that I am returning the listed laptop and all related accessories assigned to me by the company. The laptop has been returned in good working condition, subject to reasonable wear and tear. I understand that failure to return the laptop and accessories or returning them damaged may result in deductions or penalties as per the company's policies.

Employee Signature:

Date:

Company Representative Signature:

Date:
