

Employee Hardware Token Assignment Sheet

Employee Details

Employee Name		Employee ID	
Department		Designation	
Email		Phone Number	

Hardware Token Information

Token Serial Number		Model	
Date Assigned		Assigned By	
Remarks			

Acknowledgment

I acknowledge the receipt of the above hardware token and accept responsibility for its proper use and safekeeping. I agree to return the token upon request or upon termination of my employment.

Employee Signature

Date

Assigned By (Name & Signature)

Date