

Return of Company Property Agreement

This Return of Company Property Agreement (**Agreement**) is entered into between [Employee Name] (**Employee**) and [Company Name] (**Company**) as of [Date].

1. List of Company Property

Item Description	Serial/ID Number	Date Issued	Condition Returned
Laptop	-----	-----	-----
Access Card	-----	-----	-----
Mobile Phone	-----	-----	-----

2. Agreement

The Employee agrees to return all items of Company property listed above on or before their last working day or as otherwise stated by the Company. The Employee further confirms that all confidential information, files, documents, electronic equipment, or other materials belonging to the Company have been returned and that no copies or reproductions have been kept in any form.

The Employee understands that failure to return any company property may result in penalties, deductions from final compensation, or other actions permitted by law and company policy.

3. Acknowledgement

By signing below, the Employee acknowledges the receipt and return of the listed property and agrees to the terms of this Agreement.

Employee Signature Date

Company Representative Signature Date