Equipment Return Acknowledgement

The Employee returns the company equipment below.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Equipment returned

ITEMS AND SERIAL NUMBERS

RETURN DATE

CONDITION ON RETURN

RECOVERY AMOUNT (₹)

REMARKS

☐ I have deleted personal data and signed out of personal accounts on the devices returned.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE