



# Acknowledgement of Return of Company Property Template

(Your Company Name)

(Company Address)

(City and Zip Code)

(Today's Date)

(Employee's Full Name)

(Employee's Address)

(City and Zip Code)

Dear (Employee's Full Name),

## **Subject: Acknowledgement of Return of Company Property**

I, (Employee's Full Name), hereby acknowledge that I have returned all company property and materials in my possession to (Your Company Name) as part of the offboarding process. This includes but is not limited to the following items:

(List of Company Property Returned, e.g., laptop, mobile phone, access keys, security badges, documents, etc.)

I confirm that I have returned these items in their original condition, subject to reasonable wear and tear from normal use. I understand that failure to return any company property may result in deductions from my final paycheck or legal action taken by (Your Company Name) to recover the missing items.

I also acknowledge that I have not retained any copies or duplicates of any confidential or proprietary information belonging to (Your Company Name). I am aware of my continuing obligation to maintain the confidentiality of any proprietary information that I may have learned during my employment.

By signing this document, I confirm that I have completed the return of all company property and have fulfilled my obligations regarding the handling of company assets upon the termination of my employment with (Your Company Name).

I further acknowledge that I have received any final pay and benefits owed to me, and that I have no further claims or demands against (Your Company Name) arising from my employment or its termination, except as expressly provided for in any applicable agreement or as required by law.



I understand that this document is a binding agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Employee's Full Name)

***Please note that this is a general template and may need to be customized to align with your specific company policies and applicable laws.***