



## Company Property - Return Statement



Employee -----

Position -----

Position end date -----

Organization -----

### 1. Purpose of the Statement

This statement serves as formal confirmation that all equipment, documents, assets, and resources belonging to the organization listed above have been returned by the employee on their last day of employment, or on another date agreed upon by both parties.

### 2. Employee Declaration

I, \_\_\_\_\_, hereby confirm that I have returned all company property entrusted to me during the course of my employment.

I acknowledge that any unreturned or damaged items may result in administrative or financial consequences as outlined in internal policies or applicable laws.

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

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

### 3. Employer / Authorized Representative Declaration

I, \_\_\_\_\_, confirm that I have received all the company property and items as agreed upon the decision of ending the employee's position.

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

Title: \_\_\_\_\_

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

### 4. Additional Comments or Notes

---

---

---