

Equipment and Asset Receipt Acknowledgement

Subject: Acknowledgement of Company Property Receipt

Dear [Employee Name],

This document serves as a record of the company-owned assets that have been issued to you for business purposes. You are responsible for the proper use and care of this equipment.

Issued Items:

- [Item 1, e.g., Laptop - MacBook Pro 16", Serial #: XYZ123]
- [Item 2, e.g., iPhone 13, Serial #: ABC456]
- [Item 3, e.g., Company Credit Card, Last 4 digits: 7890]
- [Item 4, e.g., Access Fob, ID: 00234]

Condition upon receipt: Good / New / [Other notes]

By signing below, you acknowledge that you have received the items listed above in good condition and accept responsibility for them. You agree to use these assets primarily for company business and in accordance with the company's IT and Asset Use policies ([Policy Reference Number]). You further agree to return all company property in good condition upon termination of employment or at the company's request.

Employee Acknowledgement:

I, [Employee Name], acknowledge receipt of the company property listed above.

Signature: _____

Date: _____

Witnessed by: [Manager's Name/Supervisor]

Signature: _____

Date: _____

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