

IT Equipment Handover Checklist

Ensure a smooth transition during employee offboarding with a comprehensive **IT equipment handover checklist**. This checklist verifies the return and condition of all devices, such as laptops, phones, and access cards, to maintain security and asset management. Proper documentation helps prevent data breaches and streamlines the offboarding process.

Employee Details

Employee Name	
Employee ID	
Department	
Last Working Day	

IT Equipment Checklist

Item	Asset Tag/Serial No.	Condition	Returned (Y/N)	Remarks
Laptop				
Mobile Phone				
Charger/Adapter				
Monitor				
Keyboard/Mouse				
Headset				
Access Card / ID Badge				
Other (Specify)				

Additional Actions

- Remove all company data from personal devices (if applicable)
- Revoke access to company systems (email, VPN, applications, etc.)
- Reset passwords and disable user accounts
- Invalidate access cards and security tokens

Employee Signature	
IT Department Signature	
Date	