

# Acknowledgement Receipt Form for Company Property

This **acknowledgement receipt form** sample is designed to document the transfer and receipt of company property effectively. It ensures clear communication and accountability between the company and the employee. Using this form helps maintain accurate records and protect company assets.

## Employee Information

Employee Name	
Employee ID	
Department	
Position	

## Property Details

Item Description	Serial/Asset No.	Condition

## Employee Declaration

I acknowledge the receipt of the above-listed property belonging to the company. I understand that I am responsible for its proper use, care, and return in good condition, except for normal wear and tear. I agree to notify the company immediately in the event of loss, theft, or damage.

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

Date:

\_\_\_\_\_

Received By  
(Supervisor): \_\_\_\_\_

Date:

\_\_\_\_\_