

# Employee Lost Item Statement Form

This **lost item statement form** sample is designed for employees to accurately report missing personal belongings at the workplace. It ensures all necessary details are documented for efficient recovery or investigation. Using this form helps maintain organized records and supports prompt resolution of lost item incidents.

**Employee Name:**

**Employee ID/Number:**

**Department:**

**Description of Lost Item:**

Include type, color, brand, distinguishing marks, etc.

**Estimated Value:**

**Date & Time Item Was Last Seen:**

**Location Where Item Was Last Seen:**

**Describe the Circumstances Leading to the Loss:**

**Has This Been Reported to Security/HR?**

Select

**Actions Taken:**

E.g., notified supervisor, checked with security, etc.

**Employee Signature:**

**Date Filed:**

Submit