

Acknowledgement Receipt for Company Property

This **acknowledgement receipt** sample for company property provides a clear and professional way to document the transfer and receipt of company assets. It ensures accountability and helps maintain accurate records of all items issued to employees or departments. Using this template promotes transparency and protects both the company and recipients.

Date Issued: _____

Employee Name: _____ Department: _____

Position/Title: _____ Employee ID: _____

No.	Item Description	Serial Number / Asset Tag	Quantity	Condition
1	_____	_____	_____	_____
2	_____	_____	_____	_____

I acknowledge receipt of the company property listed above and accept responsibility for its care and return upon request, termination, or at the end of my employment. I agree to comply with company policies regarding asset use and understand that I may be held liable for loss or damage beyond normal wear and tear.

Employee Signature

Date: _____

Issued By (Supervisor/HR)

Date: _____