

Return of Company Property Policy

Termination

Upon termination, resignation or transfer, the employee will be required to return the following company property to _____:

- Key/keycard
- Parking pass
- Badge
- Company credit card
- Company phone
- Electronics such as laptop, tablet, hard drive, or digital planner
- Books and sensitive documents
- _____
- _____
- _____

Condition of Property

All property must be returned in the same condition in which it was loaned. The value of any damaged, lost or broken property (or the cost of repairs) will be deducted from the employee's final paycheck.

All electronic devices must have personal files or preferences removed.

The property must be returned within _____ days of the employee's termination. If it is not returned within _____ days, the employee will be charged with replacing the missing property.

Missing property must be replaced or paid for within _____ days.

For more information, please contact:
