

EMPLOYEE ASSET ISSUE SLIP (A6 SIZE)

Employee Name: _____

Employee ID: _____

Department / Designation: _____

Asset Details

• Asset Name: _____

• Brand / Model: _____

• Serial / Asset ID: _____

• Quantity: _____

• Condition: New Good Used

Date of Issue: _____

Issued By: _____

Employee Acknowledgement

I acknowledge receipt of the above asset for official use and agree to return it in good condition as per company policy.

Date: _____

Employee Signature _____

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