



Agreement to Return and Care for Company Equipment

I acknowledge that while I am working for [Company Name], I will take proper care of all company equipment that I am entrusted with. I further understand that upon termination, I will return all [Company Name] property and that the property will be returned in proper working order. I understand I may be held financially responsible for lost or damaged property. This agreement includes, but is not limited to, laptops, cell phones and other equipment. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by Company.

Employee Name (Please Print)

Employee Signature

Date