



Agreement to Care and Return Company Assets

This Care and Return for Company Asset Agreement (the "**Agreement**") is made between Company XYZ Inc. (the "**Company**") and the undersigned employee (the "**Employee**") (collectively the "**Parties**") dated hereunder on:

_____(day) of _____20____

By signing this Agreement, the Employee acknowledges that all assets provided by the Company to the Employee, shall remain and be considered the exclusive property of the Company at all times and shall be surrendered to the Company, in good condition, promptly at the request of the Company, or in the absence of a request, prior to or on the last day of employment.

By signing this Agreement, the Employee acknowledges their responsibility to protect the assets from damage, loss, or theft by using all reasonable precautions to protect the assets. Any assets that have been damaged, lost, or stolen must be reported immediately upon such discovery to the manager and Human Resources.

By signing this Agreement, the Employee acknowledges that failure to return Company assets by/on the last day of employment will result in the cost of the unreturned assets to be deducted from the final pay or to be paid to the Company by another acceptable method. The cost of each asset is listed below.

By signing this Agreement, the Employee acknowledges the following assets have been provided to him/her/them for work purposes:

- list out asset and cost of asset

Employee Signature

(Printed Name of Employee)

Company Inc.

By:

Title: