Agreement To Care For and To Return Company Property



SAMPLE FORM

You are expected to exercise care in your use of company property and to use such property only for authorized purposes. Negligence in the care and use of company property may be considered cause for disciplinary action up to and including termination. Unauthorized removal of company property from the premises or its conversion to personal use will be considered cause for immediate termination.

Company property issued to you must be returned upon termination of your employment or when your supervisor requests its return. The value of any property issued and not returned in accordance with this agreement may be deducted from your paycheck to the extent authorized and permitted by applicable laws.

Signature of Employee _____

Date _____/_____/_____

_____

Printed name of Employee