

## EMPLOYEE EQUIPMENT AGREEMENT

*Employee Name:* John Doe

*Effective Date:*

I understand the equipment (such as laptops) are company-owned and are to be used for work-related purposes. I understand that I am responsible for the care and maintenance of the equipment. If the equipment is damaged, lost, stolen, while outside the office premises, I shall be responsible for the cost of its replacement. In the case of the equipment breaking due to wear and tear, I shall have it inspected with the company's internal IT department as soon as possible and will notify my manager immediately.

I understand that upon the termination of my employment, I shall surrender and turn over the equipment back to the company. In absence of notice, the company has the right to withhold my final pay until return of the equipment or that notice has been given.

I hereby agree to and accept employment with the Company on the terms and conditions set forth in this Agreement.

John Doe

Dated:

Accepted and Agreed to:



Name: Vikram Khanna

Title: CEO