

Asset Handover Form

Employee Name: Sujith N Kharvi

Date: 28-04-2022

Employee ID: AL0170

Designation: Management Trainee

Department:

We congratulate you for joining Augmento Labs!!!!

Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most proficient manner.

SL. No.	Particulars	Quantity	Signature & Date
1	Laptop - PF0S2ADK	1	28-04-2022
2	Laptop charger	1	28-04-2022

Acknowledgement And Declaration By Employee:

I, Sujith N Kharvi hereby acknowledge that I have received the above mentioned assets. I understand that this asset belongs to **Augmento Labs Pvt Ltd., Bangalore** and is under my possession for carrying out my office work. I also understand that I will be responsible for the Loss / Damages of Company Asset which handed over to me and the cost of Asset or damages can be deducted from my salary or I will reimburse the cost.

HR Signature

Employee Signature