

SGT University

Gurgaon-Badli Road, Chandu, Budhera, Gurugram, Haryana

ASSET ISSUANCE LETTER

Insentience

- Employee Name:
- Department:
- Employee ID:
- Asset Description: please mention the details below:

S. No.	Asset	Asset Specification	Remarks
1.			

- I hereby agree that the above mentioned asset(s) is/are provided to me: will be used only for the official purpose of the organization.
- I understand that, in case of loss or damage of the asset(s) issued, organisation may deduct amount from my salary for replacement.
- I take the responsibility return the asset(s) to the organization on the same day of my termination /Resignation.

Received By:

Issued By:

Signature:

Signature:

Name:

HRD: