

New Employee Equipment Return Agreement

This agreement is entered into by [Company Name] (hereinafter referred to as "Employer") and [Employee Name] (hereinafter referred to as "Employee") on the date of [Date].

- 1. Equipment Provided.** The Employer shall provide the Employee with the following equipment: [List the equipment provided to the employee, including any serial numbers or identifying information]
- 2. Responsibility for Equipment.** The Employee shall be responsible for the care and maintenance of the equipment provided by the Employer. The Employee shall use the equipment in a safe and responsible manner and shall not misuse, neglect, or damage the equipment.
- 3. Return of Equipment.** Upon termination of employment, the Employee shall return all equipment provided by the Employer to the Employer in good working condition, reasonable wear and tear excepted no later than [number] of days from termination date. Employee will be responsible for the cost of repairing or replacing any Equipment that is returned damaged or not in working order, unless the damage or non-working order was not caused by the Employee.
- 4. Return Procedure.** Employee agrees to return the Equipment to [location] by [method of return, such as in-person or by mail]. Employee will provide Company with a tracking number or other proof of return within [number] days of returning the Equipment.
- 5. If the Employee fails to return the equipment,** the Employer may deduct the cost of the equipment from the Employee's final paycheck.
- 6. Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the state of [state].
- 7. Entire Agreement.** This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written.
- 8. Severability.** If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 9. Waiver of Contractual Right.** The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.
- 10. Acceptance of Agreement.** This agreement shall be binding on the parties and their respective heirs, legal representatives, successors, and assigns. The Employee acknowledges that they have read this agreement and understand its content and agree to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date of the last signature below.

Employee name:

Company name:

Employee signature:

Date: