

Laptop Acknowledgement Form

Date: 10 / 09 / 2026

Employee Details:

Name	Tamanna Tiwari	Employee ID	EMP-0022
Designation	Intern	Department	IT
Mobile	9927874978	Email	tamanna.tiwari@indeconsultancy.in
Permanent Address	Khurja Blundshahr	Local Address	Vijay Nagar, Ghaziabad

Laptop and Accessories Details

Laptop Name	HP Pro Book 640 G1	Charger	Yes
Model	HP HP Pro Book 640 G1	Keyboard	
Serial Number	INV_LAP_0018	Mouse	Yes
Colour	silver	Bag	
Remark	Good		

I hereby acknowledge that I have received the above company's accessories in a proper condition on the Date: 10 / 09 / 2026. I will return my assigned PC/laptop and all other assigned equipment to the company prior to my exit from the company.

Issued By: Prashant

Receiver: Tamanna

Returning Acknowledgement**Laptop and Accessories details:**

Laptop Name	HP Pro Book 640 G1	Charger	Yes
Model	HP HP Pro Book 640 G1	Keyboard	
Serial Number	INV_LAP_0018	Mouse	Yes
Colour	silver	Bag	
Remark	Good		

I hereby acknowledge that I have returned the above accessories in a proper condition on ____ / ____ / ____.

Returned By: _____

Received: _____