

## Key Receipt

Hereby, I

Name of employee

residing at

Address of employee

confirm having received  
the key with the number

Number of the key

for the property of

Name of employer

at

Address of employer

Consequences in case of damage or loss Please, choose one option.

- Any costs incurred by the loss or damage of the keys will be covered by the employer. In case of an act of gross negligence by the employee, the employee is eligible to cover a smaller part of the costs (Art. 321e OR).
- The employer has taken out a household insurance with [quitt.ch](#). Any costs incurred through the loss or damage of the keys are covered by the household insurance.

Place, Date

Signature employee

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