[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Request for Return of Company Property

Dear [Employee Name],

Our records indicate that following the conclusion of your employment with [Company Name] on [Last Working Date], the following company-owned items have not yet been returned:

- [Item 1: e.g., Laptop and Charger]
- [Item 2: e.g., Building Access Badge/Keys]
- [Item 3: e.g., Corporate Credit Card]
- [Item 4: e.g., Mobile Phone]

Please return these items to the [Department Name, e.g., Human Resources] office no later than [Deadline Date]. You may return them in person or via a tracked courier service to the following address:

[Company Name]
Attn: [Contact Person/Department]
[Company Street Address]
[City, State, Zip Code]

If you have already returned these items, please disregard this letter and contact us at [Phone Number] or [Email Address] so we can update our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]