Subject: Instructions for Returning Company Equipment

Dear [Employee Name],

As part of your offboarding process, please return the following company-owned equipment by [Date]:

- Laptop and Power Adapter
- Monitor(s)
- Docking Station
- Company Cell Phone
- Security Badge / Keys
- [Additional Item]

Return Methods:

Option 1: In-Person Drop-off
Please bring the items to the office reception located at [Office Address] between the hours of [Time Range].

Option 2: Prepaid Shipping
A prepaid shipping label and box will be mailed to your home address. Please pack the items securely and drop the package off at any [Courier Name, e.g., FedEx/UPS] location.

Important Reminders:

- Remove all personal passwords and sign out of personal accounts (iCloud, Google, etc.).
- Back up any personal files; all data on the devices will be wiped upon receipt.
- Include all original cables and accessories where possible.

Once the equipment has been received and inspected, you will receive a confirmation email for your records.

If you have any questions, please contact [Department Name] at [Phone Number/Email].

Thank you for your cooperation.

Best regards,

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