[Current Date]

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

Subject: Return of Company Property

Dear [Employee Name],

Following your [resignation/termination] effective [Last Day of Employment], we request that you return all company property currently in your possession. According to our records, the following items must be returned:

- [Item 1: e.g., Laptop and charger]
- [Item 2: e.g., Mobile phone]
- [Item 3: e.g., Office keys/Security badge]
- [Item 4: e.g., Corporate credit card]

Please return these items by [Due Date] via the following method:

[Drop-off instructions or Shipping details]

Once all equipment has been received and inspected for damage, we will finalize your offboarding process. If you believe our records are incorrect, please contact [Contact Person Name] at [Phone/Email] immediately.

Thank you for your cooperation.

Sincerely,

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