

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acknowledgment of Resignation and Hardware Return Instructions

Dear [Employee Name],

This letter is to formally acknowledge receipt of your resignation, dated [Date of Resignation Letter]. Your final day of employment with [Company Name] will be [Last Working Date].

To facilitate the offboarding process, you are required to return all company-owned IT hardware. Please ensure the following items are returned no later than [Return Deadline Date/Time]:

- Laptop and power adapter
- Monitor(s) and cables
- Company mobile phone and charger
- External hard drives or USB tokens
- Keyboard, mouse, and docking station
- [Additional Item]

**Return Instructions:**

Please deliver the equipment to: [Office Location/IT Department Desk].

If you are remote, please use the prepaid shipping label provided via [Email/Mail] to send the equipment to the following address: [Shipping Address].

All devices must be returned in good working condition. Please ensure you have backed up any personal files, as all data will be wiped upon receipt. Do not perform a factory reset that locks the BIOS or Apple ID; the IT department will handle the secure data erasure.

Failure to return company property may result in [Company Policy Detail, e.g., legal action or deduction from final pay where legally permitted].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]