

Subject: Instructions for Return of Company Property

Dear [Employee Name],

Following your recent departure from [Company Name], we request that you return all company-owned property no later than [Date].

Please ensure the following items are returned:

- Laptop and charger
- Company mobile phone
- Security badge/ID card
- Office keys
- Corporate credit card
- [Additional Item]

**Return Method:**

Option 1: In-person drop-off at [Office Address] between the hours of [Time].

Option 2: Use the prepaid shipping label provided in the attached file and drop the package at any [Courier Name] location.

Please remove all personal files and log out of personal accounts before returning electronic devices. All equipment will be inspected upon receipt.

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

Regards,

[Your Name]

[Your Title]

[Company Name]