

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Letter of Physical Office Asset and Equipment Apportionment

Dear [Employee Name],

This letter serves as formal notification regarding the apportionment and assignment of physical office assets and equipment to you for the performance of your professional duties. The items listed below have been allocated to you and remain the property of [Company Name].

Assigned Assets:

- **Laptop/Desktop:** [Model & Serial Number]
- **Monitor(s):** [Model & Serial Number]
- **Keyboard & Mouse:** [Brand/Type]
- **Office Furniture:** [Specify Desk, Chair, etc.]
- **Mobile Device:** [Model & IMEI]
- **Other Equipment:** [Specify]

Terms of Use:

- The equipment must be used exclusively for official business purposes.
- You are responsible for the physical care and security of these assets.
- Any damage, loss, or theft must be reported to the IT/Operations department immediately.
- All items must be returned to the company in good working condition upon termination of employment or at the request of management.

Please acknowledge receipt of these assets and your agreement to the terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I, [Employee Name], hereby acknowledge that I have received the assets listed above and agree to comply with the company's equipment policies.

Signature: _____ Date: _____