

# Equipment Return Instructions for Telecom Devices

Dear [Employee's Name],

As part of our equipment return policy, please follow the instructions below to return your telecom devices:

## Return Deadline:

Please ensure that all equipment is returned by [Return Deadline Date].

## Equipment to be Returned:

- Device Model: [Device Model]
- Serial Number: [Serial Number]
- Chargers and Accessories: [List of Items]

## Return Process:

1. Pack the equipment securely in its original packaging, if possible.
2. Include a copy of this letter inside the package.
3. Ship the package to the following address:

[Return Address]

## Shipping Information:

Please use a traceable shipping method for returns. We recommend using [Recommended Carrier].

## Contact Information:

If you have any questions or need assistance, please contact [Contact Name] at [Contact Phone Number] or [Contact Email].

Thank you for your prompt attention to this matter.

Sincerely,

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