

# Notice for Returning Telecom Equipment

Date: **[Insert Date]**

To: **[Employee/Client Name]**

Address: **[Insert Address]**

Dear **[Employee/Client Name]**,

This letter serves as a formal notice for the return of telecom equipment provided to you during your employment/engagement with **[Company Name]**.

Items to be returned:

- Device 1: **[Description]**
- Device 2: **[Description]**
- Accessory: **[Description]**

Please ensure that all items are returned to the company by **[Return Deadline]**. You can drop off the equipment at **[Return Location]** or contact us to arrange a pick-up.

If you have any questions or need further assistance, please feel free to reach out to us at **[Contact Information]**.

Thank you for your prompt attention to this matter.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Company Name]**