Equipment Return Acknowledgment

Date: [Insert Date]

To,

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We acknowledge the receipt of the following equipment:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Return Date: [Insert Return Date]

Thank you for returning the equipment in good condition. If you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]