

Tech Assets Return Notification

Dear [Employee Name],

This is to notify you that you are required to return the following tech assets that were issued to you:

- Laptop: [Laptop Model and Serial Number]
- Mobile Phone: [Phone Model and Serial Number]
- Headset: [Headset Model]

Please ensure that all devices are returned by [Return Deadline Date]. You may drop them off at [Location] or schedule a pickup with [Contact Person].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]