

# Remote Work Equipment Assignment Confirmation

Dear [Employee's Name],

We are pleased to confirm the assignment of the following equipment for your remote work setup:

- **Device:** [Device Type, e.g., Laptop] - [Make and Model]
- **Accessory:** [Accessory Type, e.g., Keyboard or Mouse] - [Make and Model]
- **Monitor:** [Monitor Specification]
- **Other Equipment:** [List any other equipment]

These items are expected to be used exclusively for work-related purposes. Please ensure they are kept in good condition and returned upon termination of your remote work arrangement.

If you have any questions regarding the usage or care of the equipment, please do not hesitate to reach out.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]