

Remote Work Equipment Return Procedures

Dear [Employee's Name],

As part of our transition back to the office, we kindly request that you return all company-owned equipment that was issued to you for remote work.

Equipment to be Returned:

- Laptop
- Monitor
- Keyboard
- Mouse
- Headset
- Any other accessories

Return Instructions:

1. Pack all equipment securely in the original packaging, if available.
2. Include a printed copy of this letter inside the package.
3. Send the package to the following address:

[Company Address]

4. Please ensure that all items are returned by [Return Deadline Date].

If you have any questions or require assistance with the return process, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]