

Return of Remote Equipment Instructions

Dear [Recipient's Name],

As we conclude your remote work arrangement, we need to ensure that all company equipment is returned. Please follow the instructions below to facilitate a smooth return process:

List of Equipment to Return:

- Device 1 (e.g., Laptop)
- Device 2 (e.g., Monitor)
- Accessory (e.g., Keyboard/Mouse)
- Network Equipment (e.g., Router)

Return Process:

1. Pack each item securely in its original packaging if available.
2. Please include any accessories, cords, or documentation.
3. Label the package with the following return address:

[Company Name]

[Department]

[Full Address]

4. Ship the package using a reliable carrier. We recommend using tracking services.
5. Email us at [Email Address] once the equipment has been shipped, including tracking details.

If you have any questions, please do not hesitate to contact us at [Contact Information]. Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Company Name]