

# Device Upgrade Approval Confirmation

Dear [Employee Name],

We are pleased to inform you that your request for a device upgrade has been approved. We appreciate your commitment to maintaining your productivity and the performance of your work equipment.

The details of your new device are as follows:

- **Device Model:** [Device Model]
- **Specifications:** [Specifications]
- **Delivery Date:** [Delivery Date]

Please ensure that you return your current device by [Return Date] to facilitate a smooth transition.

If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]