

IT Equipment Request for New Employee Onboarding

Date: [Insert Date]

To: [IT Department/Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for IT Equipment for Onboarding

Dear [IT Manager's Name],

I am writing to request the necessary IT equipment for our new employee, [Employee's Name], who will be joining our team on [Start Date]. To ensure a smooth onboarding process, we would like to have the following equipment ready for them:

- Laptop: [Model/Specifications]
- Monitor: [Model/Specifications]
- Keyboard and Mouse
- Headset
- Mobile Phone: [Model/Specifications]

Please let me know if you need any further information or if there are any specific procedures to follow for this request. Your assistance in providing the necessary equipment before [Employee's Name]'s start date would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]