

IT Asset Return Request

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Return of IT Assets

Dear [Employee's Name],

As you prepare to leave [Company Name], we would like to remind you of the IT assets that need to be returned before your departure. Please ensure that the following items are returned:

- Laptop
- Mobile Phone
- Access Cards
- Any other equipment assigned

Please return these items by your last working day, [Insert Last Working Day], to ensure a smooth transition process.

For your convenience, you can return the assets to the IT department at [Insert Location or Contact Person]. If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your cooperation, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]